

## ***Introduction to Journalism***

### **Course Overview**

---

During this course students will have the opportunity to explore many aspects of journalism, while connecting to the school in new ways. They will learn the basic skills of journalism in order to produce a publication. By the end of the semester the classes will play an active role on the staff of *The Belle*. During the second semester you will write, edit, and layout an article for *The Belle*. The topics that will be covered include:

- Journalism Ethics
- Associated Press Style
- Interview Skills and Quotes
- News Writing
- Feature Writing
- Opinion Writing
- Editing
- Photojournalism
- Page Layout and Design

### **Supplies**

---

You will need the following supplies for this course. Please bring them to every class.

- spiral notebook with a pocket
- blue or black pen
- red, pink or green pen
- flash drive

### **Grading and Assignments**

---

You will be required to complete assignments that will lead to writing articles. You will receive a grade for completing the steps of the assignment and for your published work. Much of your completed work will end up in *The Belle*, but not all of it. You will still be required to turn in final copies of assignments that are not published for a final grade.

**Drafts, Deadlines and In-Class assignments: 25%**

**Published Work or Final Draft: 75%**

### **Deadlines and Absences**

---

Being a journalism class, due dates are similar to deadlines. If for some reason you will be absent from class, you must turn in your assignment by e-mail or in advance.

If you are sick, and you cannot send the assignment by e-mail, then the assignment must either be e-mailed or placed in Mrs. Norman's box **on the day of return to Temima** (no matter what day your Journalism class meets).

Deadline assignments will receive a **0** if they are not turned in on the day of return. For draft or final copy assignments, every day late will result in **10 points** being deducted from your grade.

### **Professional Responsibility**

---

Due to the nature of this course the atmosphere during class is less structured than that of other classes. My expectation is that students will conduct themselves in a professional manner.

I will spend time working one-on-one with students editing their work, which means much of the responsibility of getting the publication together will rest in your hands.

Also, sometimes you will be allowed to do interviews around the school during class time. I expect that you will use this time wisely and appropriately. Being disruptive of others' classes will result in a demerit.

You will be expected to follow the ethical guidelines set forth in this course in regard to reporting. You should use the utmost care when describing, paraphrasing and quoting. It is your responsibility to make certain the publication you put forth is true, accurate and does not cause harm to others.

### **The Computers and the Computer Lab**

---

The school has worked very hard to obtain the computers for this course. You will be responsible for making sure to take care of the computers and to work to figure out any issues that may arise with the computers. There is **ABSOLUTELY NO FOOD OR DRINK ALLOWED IN THE COMPUTER LAB**. This is the only place where you may not even drink water. Eating or drinking in the lab will result in a **demerit** and a **fine**.

### **Restroom Use**

---

I expect you to use your class time wisely. Please limit your restroom use to emergencies only. Also, please try to use the restroom during independent work time and not instructional time. If restroom use becomes excessive, a more structured policy will be instituted.

### **Classroom Concerns**

---

Sometimes our class will meet in Room F and other days the class will meet in the Computer Lab. Students should keep track of where we will be meeting for each class. If you do forget, and I am not in whichever classroom you are in when the bell rings, you should come to the other classroom. Students will be given a 1 minute (AND NO MORE) leniency before they are marked tardy.