



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Course Prefix, Number and Title: JOUR 260 – The Concordian

Course CRN # and Section: 20701 – 01

Semester Taught (including year): Spring 2019

Professor: Ms. Heather Hamilton

Credit Hours: 1

Office Location: Fine Arts M03

Prerequisites: JOUR 211 (or concurrently)

Office Hours: MWF 10:00 – 10:50

TR 12:30 – 1:30

By Appointment

Course Time (if applicable): Monday 3:00 – 3:50

Email: hmhamilton@concord.edu

Building and Room Number (if applicable): Fine Arts M008 **Phone:** 304-384-5303

Course Description/Rationale: As a student-produced newspaper, the students will apply classroom knowledge to gather news and produce stories for both print and online, as well as working in the field and in the newsroom.

Course Management System (Blackboard/Moodle or other systems): N/A

Hardware/Software Needed (include privacy policies, if applicable): Reliable Internet and Word Processing

Text requirements: N/A

Recommended: Current AP Style Book

Concord University Educational Goal(s) This should address at least one of the areas (skills, knowledge, or attitude) for each course. Similar courses with different sections should have the same goal(s).

Goal 1.6: “An ability to apply and to transfer academic and experiential learning appropriately from one context to another.”

Goal 1.7: “An ability to learn and work effectively both independently and collaboratively.”

National Standards (if applicable): N/A

Specific Learning Outcomes: The primary focus of *The Concordian* workshop is to give you newsroom experience and help you become a better journalist. By the end of the semester, I hope you will have learned the following:

- To identify a newsworthy story.
- To identify, contact, and interview sources in a professional manner.
- To enhance research and observation skills.
- To report fairly and accurately
- To work well as a team, as well as individually
- To work with a set deadline
- To work as an ethical journalist
- To incorporate social media and online techniques in your reporting
- To get a full sense of a newsroom atmosphere and news cycle

Course Requirements

26 Stories (2/week).	650
Portfolio	100
Page Layout50
<u>Attendance</u>	<u>.50</u>
Total850

Grading Policy and Scale, Make-up Policy, Late Work

Grading:

Please refer to the rubric

Scale:

- 100 – 90 A**
- 89 – 80 B**
- 79 – 70 C**
- 69 – 60 D**
- Below 59 F**

Late Work:

If a story is turned in late or not at all with no communication to the Editors, points will be deducted and the staffer will be required to complete a small assignment that will appear in the paper. The staffer and Editor will discuss what that assignment will be.

Plagiarism:

Plagiarism—the act of presenting the ideas and/or words of an outside source, published or not, as if they were one’s own—*will not be tolerated* and is subject to the most stringent punishment, including failure on the assignment, failure in the course and/or dismissal from the college. Please be responsible in this regard.

Attendance:

Being on a newspaper staff requires accessibility and dependability. You need to be at and punctual for every staff meeting in order to get your story assignments and contribute story ideas. Your editors should not have to track you down to give you your assignments.

Thus, you are allowed to miss **two** staff meetings for whatever reason. The Editors are expected to attend every meeting. If you miss a staff meeting it is your responsibility to communicate with the Editors to determine what your assignments are for the week. You must notify the Editor-in-Chief and Advisor if you are unable to attend a meeting.

The time sensitive nature of the newspaper does not allow for exemptions to this rule.

Course Timeline (Schedule of Assignments/Assessments/Presentations)

Course schedule attached to back

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU’s Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one’s own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:

<http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Miscellaneous:

Staff Writer:

- **Word Count** - You are required to submit at least **two** stories each week with a minimum length of 700 words. First, get the story written and all the important information in there and then evaluate where your word count stands. In addition, you should interview at least three sources for your stories.
- **Timeliness** - You must meet the deadline for stories, which is **Midnight Friday**.
- **Proper Format** - You must submit your story assignments as a Plain Text email attachment. Please do not include pictures in the document, pictures should be a separate email attachment. Finally, when naming the document, it should be LAST NAME_CATEGORY OF STORY (NEWS, ETC.) _ RUN DATE. Other submission requests may be made by the Editors.
- **Editing** - *You must edit your piece before submission*. This includes checking for spelling and grammar errors, AP style errors and fact and quote checking. Editing is necessary for the credibility of you as an author, your piece and by extension *The Concordian*.
- **Accuracy** - Information must correspond with the facts!
- **Layout** - You must layout one full page for your portfolio through the course of the semester.
- **Sections** - *The Concordian* has five sections – News, Student Life, Opinion, Sports and Arts & Entertainment. You are required to write for **four of the five** sections. This will give you diversity and experience writing each kind of story.

Editors:

- **Timeliness** - Pages and story assignments must be done by the deadline on Wednesday.
- **Layout** - All space in your assigned page(s) must be filled with material.
- **Typos and Other Errors** - No typos or any other error should be in your section. The Staff Writer is responsible for thoroughly editing their piece; however, you, as an Editor, should not assume that they did this. With that said, the copy editor, section editor and editor-in-chief will all be held accountable for typos and other errors beyond the limit set by the advisor.
- **Office Hours** - All editors must keep one office hour. The Editor-in-Chief must keep a minimum of three office hours per week. During your office hour(s), you should be working on your pages, checking stories and/or setting up interviews for stories. The office should be clean, neat and organized at all times, please.

Quality Checks:

I will review the paper every week before publication each semester and offer ways to improve the paper in the future.

Additional Information:

- All members of the staff are expected to pick up the newspaper each week and read it. If you read the newspaper, then you will be able to provide suggestions and come up with ideas on how we can improve the newspaper.
- All members of the staff are also expected to utilize social media to gather, report, and share their stories as well as promote the newspaper and other stories.
- Alternative roles may be assigned to people beyond that of a staff writer or news editor as the needs of the newspaper require.
- As time permits and at the discretion of the Advisor and the Editors, mini lessons will take place during the workshop hour.
- At times, the workshop may run over the ending time – 3:50 p.m. – because of news or other topics that need to be addressed. Please be patient with the Editors and Advisor as we address these topics. If you have to leave because of another class, work, or another obligation, please make sure your story ideas and anything else for the week have been submitted to the Editors, and then you may leave.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."

Description/ Criteria	5 Distinguished Grade: A	4 Proficient Grade: B	3 Satisfactory Grade: C	2 Marginal Grade: D	1 Unsatisfactory Grade: F
Selecting & Reporting Stories	Story idea(s) match newsworthiness criteria	Story idea(s) mostly meets newsworthiness criteria	Story idea(s) moderately meet newsworthiness criteria	Story idea(s) barely meet any newsworthiness criteria	Story idea(s) do not meet any newsworthiness criteria
Sources, Quoting & Attribution	The story contains at least three (3) sources and references all three throughout the entire story	The story contains three sources but references to a couple of sources and only in isolated sections in the story	The story has one to two sources and references them one or both sources throughout the entire story	The story contains one to two sources but sporadically refers to them and in isolated portions of the story.	The story does not contain any sources and does not refer to any sources.
Interviews	Interview(s) conducted in a professional manner and gathers enough information to sustain the story	Interview(s) conducted mostly professionally and gathers a sufficient amount of information	Interview(s) conducted semi-unprofessionally and gathers just enough information	Interview(s) conducted in large part unprofessionally and gather barely enough information	Interview(s) conducted unprofessionally and does not gathers enough information to sustain the story
Research	Background research was conducted before the interview and supports the story	Some background research was conducted and mostly supports the story	Brief background research was conducted and moderately supports the story	Barely any background research was conducted and barely supported the story	No background research was conducted and does not support the story
Writing: Lead Organization Story Structure	The story has a clear, effective lead that answers who, what, where, when, why and/or how. The story has a clear organization and the story structure gives the story a good flow. No corrections are needed	The story has a effective lead, but could use some modifications. The story mostly has a clear organization and the story structure is choppy in some places, and could use some modifications	The story has a vague and semi-ineffective lead but attempts to answer the who, what, where, when, why, and/or how. The story organization and story structure cause the story to be choppy and unclear. Some rewriting is needed	The story has a unclear, ineffective lead that does not answer the who, what, where, when, why and/or how. The organization and story structure lacks clear organization or structure, causing the story to be confusing. Rewriting portions of the story is needed	The story does not have a lead, organization, or story structure. Needs to be completely rewritten

Writing & Editing AP Style Grammar, Spelling Punctuation	The writing is strong and concise, using active voice. The story has been edited for spelling, punctuation, grammar, AP Style, and active voice. The journalist exhibits a good understanding of the above mentioned areas. No editing is required by the editors	The writing is strong and concise, but does require small revisions throughout the story from the Editors. The story has been mostly edited for spelling, punctuation, grammar, AP Style, and active. The journalist exhibits a moderate understanding of the above mentioned areas	The writing is moderately strong and concise, and requires several revisions throughout the story from the Editors. The story has been moderately edited for spelling, punctuation, grammar, AP Style, and active. The journalist exhibits a fair understanding of above mentioned areas	The writing is barely strong and concise, and requires many throughout the story from the Editors. The story has been barely edited for spelling, punctuation, grammar, AP Style, and active. The journalist exhibits a poor understanding of above mentioned areas	The writing is weak and requires complete editing by the Editors. The story was not edited for spelling, punctuation, grammar, AP Style, and active. The journalist exhibits a basic understanding of the above mentioned areas. The journalist exhibits no understanding of above mentioned areas
Accuracy & Fairness	Stories relays to readers a reliable account with verified facts. The facts are backed by transparency of sources used. Stories allow readers make their own decision on the information	Story relays a somewhat reliable account with some verified facts. Mostly transparent. And mostly allows readers to make their own decision	Stories are somewhat biased. Give a somewhat reliable account with some transparency. Somewhat tells readers how to think	Stories are largely biased. Has some transparency. Largely tells readers how to think about a topic	Stories are biased. Lacks Transparency. Tells readers how to think about a topic
Stories Submitted # of stories On-time	All stories submitted on-time	Most stories are submitted on-time	Half of stories submitted on-time	Less than half of stories submitted on time	No stories were submitted on-time
Page Layout	Layout is clean and organized. Student listened to Editor as they explained the layout process	Layout is mostly clean and organized. Student mostly listened to the Editor as they explained the layout process	Layout has inconsistencies and is somewhat unorganized. Student somewhat listened to the Editor as they explained the layout process.	Layout has many inconsistencies and mostly unorganized. Student barely listened to the Editor as they explained the layout process.	Layout is sloppy and unorganized. Student did not listen to the Editor as they explained the layout process

Attendance	Student did not miss a staff meeting and was not late	Student missed one class meeting and/or rarely late	Student missed both of the allowed staff and/or occasionally late	Student missed half of the staff meetings and/or frequently late	Student missed all staff meetings and/ or always late
Communication	Communicates with Editors, as well as the Advisor about missed staff meetings, late stories or other problems	Mostly communicates with Editors, as well as the Advisor about missed staff meetings, late stories or other problems	Inconsistently communicates with Editors, as well as the Advisor about missed staff meetings, late stories or other problems	Rarely communicates with Editors, as well as Advisor about missed staff meetings, late stories or other problems	No Communication with Editors or Advisor about missed staff meetings, late stories or other problems
Portfolio	Portfolio is well-organized, clean presentation and contains all required items	Portfolio is mostly organized, modest presentation and contains most required materials	Portfolio is moderately organized, moderate presentation and contains half of the required materials	Portfolio mostly unorganized, lacks presentation and contains less than half of the required materials	Portfolio is unorganized, sloppy presentation and does not contain all required material
Social Media	Attempts to utilize social media of preference to promote or tease their story/stories and the paper in general	Mostly attempts to utilize social media of preference to promote or tease their story/ stories and the paper in general	Inconsistently attempts to utilize social media of preference to promote or tease their story/ stories and the paper in general	Rarely attempts to utilize social media of preference to promote or tease their story/stories and the paper in general	No attempt to utilize social media of preference to promote or tease their story/stories and the paper in general

JOUR 260 – THE CONCORDIAN SEMESTER SCHEDULE

MONDAY 3:00 – 3:50

THE NEWSROOM (M008)

- Week 1 Mon. Jan. 14: Introductions and Syllabus
***Note:** Through the course of this week, you should be looking for story ideas
-
- Week 2 Mon. Jan. 21: MLK Day – No Class
***Note:** You will be pitching your story ideas on the Facebook group page by **3 p.m.**
Frid. Jan. 25: First two stories due by **Midnight**
-
- Week 3 Mon. Jan. 28: Lesson: Choosing stories and Sourcing
Pitching stories – campus, local, national
Editing last week’s stories
Frid. Feb. 1: Two stories due by **Midnight**
-
- Week 4 Mon. Feb. 4: Lesson: Campus Communities
Pitching stories – campus, local, national
Editing last week’s stories
Frid. Feb. 8: Two stories due by **Midnight**
-
- Week 5 Mon. Feb. 11: Lesson: Utilizing Social Media to gather, report, and share news
Pitch Stories – campus, local, national
Edit last week’s stories
Frid. Feb. 15: Two stories due by **Midnight**
-
- Week 6 Mon. Feb. 18: Lesson:
Pitch Stories – campus, local, national
Edit last week’s stories
Frid. Feb. 22: Two stories due by **Midnight**
-
- Week 7 Mon. Feb. 25: Lesson:
Pitch Stories – campus, local, national

Edit last week's stories

Frid. March 1: Two stories due by **Midnight**

Week 8 Mon. March 4: Lesson:

Pitch Stories – campus, local, national

Edit last week's stories

Frid. March 8: Two stories due by **Midnight**

Week 9 Mon. March 11: SPRING BREAK – NO CLASS

Week 10 Mon. March 18: Lesson:

Pitch Stories – campus, local, national

Edit last week's stories

Frid. March 22: Two stories due by **Midnight**

Week 11 Mon. March 25: Lesson:

Pitch Stories – campus, local, national

Edit last week's stories

Frid. March 29: Two stories due by **Midnight**

Week 12 Mon. April 1: Lesson:

Pitch Stories – campus, local, national

Page and story design

Frid. April 5: Two stories due by **Midnight**

Week 13 Mon. April 8: Lesson:

Pitch Stories – campus, local, national

Page and story design

Frid. April 12: Two stories due by **Midnight**

Week 14 Mon. April 15: Lesson

Pitch Stories – campus, local, national

Page and story design

Frid. April 19: Two stories due by **Midnight**

Week 15 Mon. April 22: NO CLASS

***Note:** You will be pitching your story ideas on the Facebook group page by **3 p.m.**

Frid. April 26: Two Stories due by **Midnight**

Week 16 Mon. April 29: **Portfolios due**

Week 17 Finals Week – The Concordian does not meet or run this week

- An ideal week as a Concordian staffer:

Monday – Pitch stories, research, gather, and contact sources, begin research

Tuesday – Contact sources again if no response, Interview source(s), continue research

Wednesday – Interview source(s), begin writing the story

Thursday – Finish writing story, identify in gaps in information

Friday – Finish any last touches to your stories, edit stories and submit

- Total Number of Stories: 26

***Note:** The semester schedule is subject to change. You will be notified when such changes take place.