COURSE SYLLABUS

Editing and Publishing II

Course code: JRN310
Term and year: Spring 2024
Day and time: Tuesday, 14:45-17:30
Instructor: Michael Kahn
Instructor contact: +420 724 706 501, michael.kahn@aauni.edu
Consultation hours: Tuesdays 17:30-18:30

Credits US/ECTS	3/6	Level	Intermediate
Length	15 weeks	Prerequisite	JRN210 Publishing and Editing I recommended
Contact hours	42 hours	Course type	Required/Elective

1. Course Description

This course is a continuation of Editing and Publishing I, and as such it further cultivates tools which future journalists will require to operate in a real-world newsroom at a professional level. Students will pitch stories, and engage in reporting, editing and publishing articles weekly for the school newspaper. Students will be expected to organize both short- and longer-term projects and to ensure coverage of their beat. Students will write both breaking news and feature stories along with assigning and editing them. They will also take on the role and responsibility of a journalist through weekly reporting and editing. Students will need to report and write stories outside of class hours. The course will run like a newsroom with the focus on practical skills and producing stories on regular deadlines.

2. Student Learning Outcomes

Upon completion of this course, students should:
- Be able to effectively pitch, report, edit and publish stories
- Develop their practical understanding of the field journalism
- Develop their professional understanding of the field journalism
- Improve skills of copy editing
- Exercise news judgment in various situations
- Conduct research and interviews and develop sources for stories

3. Reading Material

Inside Reporting: A Practical Guide to the Craft of Journalism
Tim Harrower, 3rd Edition

The Elements of Style
William Strunk Jr. and E.B.White, 4th Edition

The Associated Press
The Associated Press Stylebook and Briefing on Media Law (2015)

The instructor will provide copies needed from the relevant books.

Recommended Materials

Zinsser, William, **On Writing Well**

4. Teaching Methodology

A mix of lectures, editing and practical guidance.

5. Course Schedule

Date	Class Agenda
Feb. 6	**Topic:** How a Newsroom Operates **Description:** Defining roles and coverage **Reading:** Harrower. Chapter 2 **Assignments/deadlines:** Choose beats for the semester
Feb. 13	**Topic:** How to cover a beat? **Description:** Tips and tricks for sustained coverage of an area **Reading:** Harrower Chapter 5 **Assignments/deadlines:** Assign beats
Feb. 20	**Topic:** Breaking News v Feature news **Description:** Understanding the structure and difference **Reading:** Zinsser on writing ledes from recommended reading **Assignments/deadlines:** First News story due
Feb. 27	**Topic:** Guest Speaker Adam Entous, The New York Times **Description:** How to develop sources **Reading:** Selected news article from speaker to be assigned **Assignments/deadlines:**
March 5	**Topic:** The editing and rewriting process **Description:** How to improve stories through the editing process **Reading:** Zissner on Editing **Assignments/deadlines:** Second news story due
March 12	**Topic:** The importance of Financial Journalism **Description:** Cutting through the numbers to tell stories **Reading:** Show Me the Money: Writing Business and Economic Stories for Mass Communication **Assignments/deadlines:** In-class writing
March 19	**Topic:** Mid-term review **Description:** Review of course and articles published **Reading:** **Assignments/deadlines:** Third Story due
March 26	**Mid-term break**
April 2	**Topic:** Covering protests, riots and fast-moving events

	Description: How to stay safe and cover protests **Reading:** **Assignments/deadlines:** Develop works in progress list for remainder of semester
April 9	**Topic:** How to cover cultural events **Description:** Class will cover and write about a cultural event **Reading:** **Assignments/deadlines:** Fourth Story due
April 16	**Topic:** How to generate a Feature on your beat **Description:** Tips on moving from breaking news to feature stories **Reading:** **Assignments/deadlines:** Cultural event story due
April 23	**Topic:** Guest Speaker-Evan Perez CNN **Description:** Differences between print and television news coverage **Reading:** **Assignments/deadlines:** Feature story idea due
April 30	**Topic:** Ethical dilemmas when covering a beat **Description:** How to avoid ethical pitfalls on a beat **Reading:** Doing no Harm-The ethics of beat reporting **Assignments/deadlines:** Fifth breaking news story due
May 7	**Topic:** Understanding the Nut graf for feature stories **Description:** Workshopping final features **Reading:** The Kentucky Derby **Assignments/deadlines:** Feature story first draft due
May 14	**Topic:** Course wrap up **Description:** Reviewing the semester and what worked and didn't in coverage **Reading:** **Assignments/deadlines:** Final stories due

6. Course Requirements and Assessment (with estimated workloads)

Assignment	Workload (hours)	Weight in Final Grade	Evaluated Course Specific Learning Outcomes	Evaluated Institutional Learning Outcomes*
Class Participation	10	20	Develop a practical understanding of the field of journalism through discussion and in-class work.	1,2,3
Planning and Publishing	32	20	Understand how to effectively pitch, report, edit and publish stories from initial idea to finished product	1,2,3
Beat Reporting (5 reports x 8%)	60	40	Be able to identify and produce a properly structured story in news writing style.	2,3

Feature Story	10	20	Develop the ability to understand the difference between a feature and news story and conduct interview and develop sources.	1,3
Editing	18	10	Improve skills of copy editing inline with industry standard of AP Style	1,2,3
TOTAL	**150**	**100%**		

*1 = Critical Thinking; 2 = Effective Communication; 3 = Effective and Responsible Action

7. Detailed description of the assignments

Assignment 1: Participation

Assessment breakdown

Assessed area	Percentage
Actively discussing and pitching story ideas	50
Offering suggestions and ideas to others	30
Responding constructively to suggestions and critiques	20

Assignment 2: Planning and Publishing

Assessment breakdown

Assessed area	Percentage
Actively discussing and pitching story ideas	50
Offering suggestions and ideas to others	30
Carrying out ideas from start to finish	20

Assignment 3: Beat Reporting

Assessment breakdown

Assessed area	Percentage
Producing stories on a timely basis	50
Ensuring stories are accurate and reflect the beat	50

Assignment 3: **Feature Story**

Assessment breakdown

Assessed area	Percentage
Producing a story on time	50
Developing enough sources for the story	30
Structuring correctly	20

Assignment 4: Editing

Assessment breakdown

Assessed area	Percentage
Editing stories to write structure	50
Ensuring stories are accurate without corrections	50

8. General Requirements and School Policies

General requirements

All coursework is governed by AAU's academic rules. Students are expected to be familiar with the academic rules in the Academic Codex and Student Handbook and to maintain the highest standards of honesty and academic integrity in their work.

Electronic communication and submission

The university and instructors shall only use students' university email address for communication, with additional communication via NEO LMS or Microsoft Teams.
Students sending e-mail to an instructor shall clearly state the course code and the topic in the subject heading, for example, "COM101-1 Mid-term Exam. Question".
All electronic submissions are through NEO LMS. No substantial pieces of writing (especially take-home exams and essays) can be submitted outside of NEO LMS.

Attendance

Attendance, i.e., presence in class in real-time, at AAU courses is default mandatory; however, it is not graded as such. (Grades may be impacted by missed assignments or lack of participation.) Still, students must attend at least two thirds of classes to complete the course. If they do not meet this condition and most of their absences are excused, they will be administratively withdrawn from the course. If they do not meet this condition and most of their absences are not excused, they will receive a grade of "FW" (Failure to Withdraw). Students may also be marked absent if they miss a significant part of a class (for example by arriving late or leaving early).

Absence excuse and make-up options

Should a student be absent from classes for relevant reasons (illness, serious family matters), and the student wishes to request that the absence be excused, the student should submit an Absence Excuse Request Form supplemented with documents providing reasons for the absence to the Dean of Students within one week of the absence. Each student may excuse up to two sick days per term without any supporting documentation; however, an Absence Excuse Request Form must still be submitted for these instances. If possible, it is recommended the instructor be informed of the absence in advance. Should a student be absent during the add/drop period due to a change in registration this will be an excused absence if s/he submits an Absence Excuse Request Form along with the finalized add/drop form.

Students whose absence has been excused by the Dean of Students are entitled to make up assignments and exams provided their nature allows. Assignments missed due to unexcused absences which cannot be made up, may result in a decreased or failing grade as specified in the syllabus.

Students are responsible for contacting their instructor within one week of the date the absence was excused to arrange for make-up options.

Late work: No late submissions will be accepted – please follow the deadlines.

Electronic devices

Electronic devices (e.g. phones, tablets, laptops) may be used only for class-related activities (taking notes, looking up related information, etc.). Any other use will result in the student being marked absent and/or being expelled from the class. No electronic devices may be used during tests or exams unless required by the exam format and the instructor.

Eating is not allowed during classes.

Cheating and disruptive behavior

If a student engages in disruptive conduct unsuitable for a classroom environment, the instructor may require the student to withdraw from the room for the duration of the class and shall report the behavior to the student's Dean.
Students engaging in behavior which is suggestive of cheating will, at a minimum, be warned. In the case of continued misconduct, the student will fail the exam or assignment and be expelled from the exam or class.

Plagiarism

Plagiarism obscures the authorship of a work or the degree of its originality. Students are expected to create and submit works of which they are the author. Plagiarism can apply to all works of authorship – verbal, audiovisual, visual, computer programs, etc. Examples are:

- **Verbatim plagiarism**: verbatim use of another's work or part of it without proper acknowledgement of the source and designation as a verbatim quotation,
- **Paraphrasing plagiarism**: paraphrasing someone else's work or part of it without proper acknowledgement of the source,
- **Data plagiarism**: use of other people's data without proper acknowledgement of the source,
- **False quotation**: publishing a text that is not a verbatim quotation as a verbatim quotation,
- **Fictitious citation**: quoting, paraphrasing, or referring to an incorrect or a non-existent work,
- **Inaccurate citation**: citing sources in such a way that they cannot be found and verified,
- **Ghostwriting**: commissioning work from others and passing it off as one's own,
- **Patchwriting**: using someone else's work or works (albeit with proper acknowledgement of sources and proper attribution) to such an extent that the output contains almost no original contribution,
- **Self-plagiarism**: unacknowledged reuse of one's own work (or part of it) that has been produced or submitted as part of another course of study or that has been published in the past,
- **Collaborative plagiarism**: delivering the result of collective collaboration as one's own individual output.

At minimum, plagiarism will result in a failing grade for the assignment and shall be reported to the student's Dean. A mitigating circumstance may be the case of novice students, and the benefit of the doubt may be given if it is reasonable to assume that the small-scale plagiarism was the result of ignorance rather than intent. An aggravating

circumstance in plagiarism is an act intended to make the plagiarism more difficult to detect. Such conduct includes, for example, the additional modification of individual words or phrases, the creation of typos, the use of machine translation tools or the creation of synonymous text, etc. The Dean may initiate a disciplinary procedure pursuant to the Academic Codex. Intentional or repeated plagiarism always entail disciplinary hearing and may result in expulsion from AAU.

Use of Artificial Intelligence and Academic Tutoring Center

The use of artificial intelligence tools to search sources, to process, analyze and summarize data, and to provide suggestions or feedback in order to improve content, structure, or style, defined here as AI-assisted writing, is not in itself plagiarism. However, it is plagiarism if, as a result, it obscures the authorship of the work produced or the degree of its originality (see the examples above). AAU acknowledges prudent and honest use of AI-assisted writing, that is, the use of AI for orientation, consultation, and practice is allowed. For some courses and assignments, however, the use of AI is counterproductive to learning outcomes; therefore, the course syllabus may prohibit AI assistance. A work (text, image, video, sound, code, etc.) generated by artificial intelligence based on a mass of existing data, defined here as AI-generated work, is not considered a work of authorship. Therefore, if an AI-generated work (e.g. text) is part of the author's work, it must be marked as AI-generated. Otherwise, it obscures the authorship and/or the degree of originality, and thus constitutes plagiarism. Unless explicitly permitted by the instructor, submission of AI-generated work is prohibited. If unsure about technical aspects of writing, and to improve their academic writing, students are encouraged to consult with the tutors of the AAU Academic Tutoring Center. For more information and/or to book a tutor, please contact the ATC at: http://atc.simplybook.me/sheduler/manage/event/1/.

Course accessibility and inclusion

Students with disabilities should contact the Dean of Students to discuss reasonable accommodations. Academic accommodations are not retroactive.
Students who will be absent from course activities due to religious holidays may seek reasonable accommodations by contacting the Dean of Students in writing within the first two weeks of the term. All requests must include specific dates for which the student requests accommodations.

9. Grading Scale

Letter Grade	Percentage*	Description
A	95–100	**Excellent performance**. The student has shown originality and displayed an exceptional grasp of the material and a deep analytical understanding of the subject.
A–	90–94	
B+	87–89	**Good performance**. The student has mastered the material, understands the subject well and has shown some originality of thought and/or considerable effort.
B	83–86	
B–	80–82	

C+	77–79	**Fair performance**. The student has acquired an acceptable understanding of the material and essential subject matter of the course, but has not succeeded in translating this understanding into consistently creative or original work.
C	73–76	
C−	70–72	
D+	65–69	**Poor**. The student has shown some understanding of the material and subject matter covered during the course. The student's work, however, has not shown enough effort or understanding to allow for a passing grade in School Required Courses. It does qualify as a passing mark for the General College Courses and Electives.
D	60–64	
F	0–59	**Fail**. The student has not succeeded in mastering the subject matter covered in the course.

* Decimals should be rounded to the nearest whole number.

Prepared by: Michael Kahn
Date:

Approved by: Seth Rogoff
Date: 12/6/2023