

Professor: Ken Carpenter

Web site: <http://valencijournalism.blogspot.com>

E-mail: kcarpenter2@valenciacollege.edu

Office: West 3-150A

Mobile phone: 407-539-4823; **Home:** 407-293-6225; **Office:** 407-582-1170.

Office hours: Monday-Thursday, 11-11:30 a.m., 1-2:30 p.m.; Friday, 11 a.m.-12 p.m. (via cell phone)

EDITING & DESIGN (JOU 2200) — SPRING 2014

Tuesdays, 2:30-5:15 p.m., West 3-151A

CORE COMPETENCIES

Valencia Community College has established four core competencies that describe the learning outcomes for a Valencia graduate (visit: <http://www.valenciacollege.edu/competencies>). They are:

- **Think:** Think clearly, critically, and creatively; analyze, synthesize, integrate and evaluate in many domains of human inquiry.
- **Value:** Make reasoned judgments and responsible commitments.
- **Communicate:** Communicate with different audiences using varied means
- **Act:** Act purposefully, effectively, and responsibly.

COURSE DESCRIPTION

In this class, we will focus on the two primary activities of newspaper production: copy editing and page design. Students will learn the basics of editing stories, writing headlines and captions, and designing effective pages. We will discuss some work in theory, and you will spend time practicing the various techniques used in editing and design.

COURSE MATERIALS

Required:

“The Newspaper Designers Handbook,” 7th edition, Tim Harrower

“The Associate Press Stylebook and Libel Manual,” The Associated Press

Valencia College / Poynter Institute online-training modules

COURSE REQUIREMENTS

Attendance (13 class sessions at 10 points each, 130 total; 22% of grade)

You are expected to attend all classes and to be on time. Excessive absences and tardiness can adversely affect your grade. Each absence will reduce your attendance points by 20%, up to 52 points for two absences. On your third unexcused absence, you will be withdrawn from the course.

THERE ARE NO EXCUSED ABSENCES! (See attendance policy.)

Editing and design projects (5 at 60 points each, 300 total; 50% of grade)

You will edit five packages of stories and design five newspaper pages. You will be graded on the quality of your editing, your ability to incorporate editing and design theory into your pages, and on your effective use of the Adobe InDesign software. In short, your grade for these assignments will be determined largely by how prepared each page is for publication. (See attached schedule.)

Online training exercises (5 modules worth a total of 100 points; 17% of grade)

Each student will work through five online training modules on the Poynter Institute’s News University website (<http://newsu.org>). Students must pass each module’s assessment with a minimum of 80% in order to earn a completion certificate for the exercises. (See separate online training instructions.)

Editing and designing exercises and quizzes (7 at 10 points each, 70 total; 11% of grade)

Occasional in-class editing and design exercises and quizzes.

DEADLINES

Because this course represents preparation for an editing and design career, deadlines are critical. NOTE: ASSIGNMENTS WILL NOT BE ACCEPTED LATE! If you cannot attend class the day an assignment is due, please make arrangements to turn it in early or to have it delivered to me.

BACKUP COPIES

Never give me the only copy of a project. Make a backup copy on flash drive, CD, etc.

PLAGIARISM / CHEATING

If you plagiarize or cheat in any way, you will receive a zero for the work in question. In some cases, the college may punish plagiarism with suspension or expulsion. (Link to Valencia College academic dishonesty policy: <http://valenciacollege.edu/policies/PDF/10-16.pdf>)

GRADING

Attendance	13 classes @ 10 points	130	540-600 = A
Editing & makeup projects	5 @ 60 points	300	480-539 = B
On-line training modules	100 points	100	420-479 = C
Exercises and quizzes	7 @ 10 points	70	360-419 = D
	TOTAL	600	000-359 = F

STUDENT ASSISTANCE PROGRAM — 1-800-878-5470

Valencia College offers a free, confidential student assistance program. Sometimes the pressure from college and life can snowball. Don't be afraid to call if you're feeling overwhelmed by:

- Academic stress
- Alcohol/drug use
- Peer pressure
- Problems at home
- Work/study schedule

The confidential toll-free number is available to help you 24 hours a day, seven days a week: 1-800-878-5470. (Link: http://net4.valenciacollege.edu/promos/Internal/documents/Valencia_SAP.pdf)