

Reporting Basics I: Writing and Interviewing

COMM 205-01W (2374)

Spring 2020

ONLINE

One Live Meeting Per Week Via ZOOM – 9:30 a.m. Central Mondays

Description:

Students will learn the fundamentals of journalistic-style reporting and writing, as well as the basics of working in a newsroom, including newsgathering, sourcing, interviewing, editing and working on deadline. There will be many writing assignments and style/grammar exercises. Students will be expected to be up on the issues of day, reading/watching/listening credible news sources on a daily basis.

Instructor contact information:

Dodie Hofstetter

312-307-2906 (cell)

Email: dbhofstetter@gmail.com OR dhofstetter@luc.edu

Class objectives: Each week students:

- *Must read/listen/watch daily news reports.
- *May be given a reading assignment.
- *May be given a writing assignment.
- *May be given a quiz.
- *Will attend weekly meeting via ZOOM at 9:30 a.m. Central Time Mondays.
- *Will participate in class discussions.
- *Will be given assignments via Sakai by instructor.
- *Will edit assignments for spelling, style, grammar.
- *Will conduct themselves in a professional, ethical manner.

Required texts and materials: “Writing & Reporting for the Media” by John R. Bender et al (TEXTBOOK ONLY – NO WORKBOOK), AP Stylebook, daily newspapers (online is OK)

Grades: All assignments for the entire semester will total 2,000 points.

Final Grade scale

- 1,860-2,000: A
- 1,800-1,859: A-
- 1,740-1,799: B+
- 1,660-1,739: B
- 1,600-1,659: B-
- 1,540-1,599: C+
- 1,460-1,539: C
- 1,400-1,459: C-
- 1,340-1,399: D+
- 1,260-1,339: D

1,200-1,259: D-

0-1,199: F

Evaluation/Grading:

A. Instructor will grade written assignments via word.

B. Written assignments may be redone and re-evaluated once if they are handed in the next week after receiving grade.

C. Students will be graded on class participation, written assignments, quizzes, attitude and attendance.

D. Late work/missed assignments will be accepted and will be graded down by one full grade. All assignments must be completed, but no credit will be given later than two weeks after original due date. **If assignments are not completed, student will not pass the course.**

E. In the case of missing a class meeting, it is a student's responsibility to contact instructor **AS SOON AS POSSIBLE**. All assignments build on the last one. Assignments that were due on day of absence will be accepted one week late with a possible grade penalty.

F. Spelling, grammar and style mistakes will be subtracted from an assignment's grade.

G. If a student sends an email to instructor, mark in the subject line: MESSAGE FROM LOYOLA STUDENT.

H. Students will be posting some of their writing for the rest of the class to see. Everyone should be respectful of other and offer **ONLY** constructive criticism and helpful suggestions to each other when evaluating each other's work.

Academic Dishonesty Policy:

School of Communication Statement on Academic Integrity

A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic dishonesty can take several forms, including, but not limited to, cheating, plagiarism, copying another student's work and submitting false documents. These examples of academic dishonesty apply to both individual and group assignments.

Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher.
- Providing information to another student during an examination.
- Obtaining information from another student or any other person during an examination.
- Using any material or equipment during an examination without consent of the instructor, or in a manner that is not authorized by the instructor.
- Attempting to change answers after the examination has been submitted.
- Taking an examination by proxy. Taking or attempting to take an exam for someone else is a violation by both the student enrolled in the course and the proxy.
- Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments and any other course work that is completed outside of the classroom.
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines.
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as internet, print, CD-ROM, audio, video, etc.
- Submitting as one's own another person's unpublished work or examination material.
- Allowing another or paying another to write or research a paper for one's own benefit.
- Purchasing, acquiring and using for course credit a pre-written paper.
- Submitting the same work for credit in two or more classes, even if the classes are taken in different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at https://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the Associate and Assistant Deans of the School of Communication. Instructors must provide the appropriate information and documentation when they suspect an instance of academic misconduct has occurred. The instructor must also notify the student of their findings and sanction.

The Associate and Assistant Deans of the School of Communication may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean's office may convene a separate hearing board to review these instances. The student has the right to appeal the decision of the hearing board to the Dean of SOC. If the student is not a member of the SOC, the dean of the college in which the student is enrolled shall be part of the process. Students have the right to appeal the decision of any hearing board and the deans of the two schools will review the appeal together. Their decision is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost upon recommendation of the dean or deans.

Students have a right to appeal any finding of academic dishonesty against them. The procedure for such an appeal can be found at:

http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml

The School of Communication maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver that releases that student's record of dishonesty as a part of the student's application to a graduate or professional

school, to a potential employer, to a bar association or to similar organizations.

Students with Learning Disabilities

Any student with a learning disability that needs special accommodation during exams or class periods should provide documentation from Services for Students with Disabilities confidentially to the instructor. The instructor will accommodate that student's needs in the best way possible, given the constraints of course content and processes. It is the student's responsibility to plan in advance in order to meet their own needs and assignment due dates.

Managing Life Crises and Finding Support

Should you encounter an unexpected crisis during the semester (e.g., securing food or housing, addressing mental health concerns, managing a financial crisis and/or dealing with a family emergency, etc.), I strongly encourage you to contact the Office of the Dean of Students by submitting a CARE referral (LUC.edu/csaa) for yourself or a peer in need of support. If you are uncomfortable doing so on your own, please know that I can submit a referral on your behalf. To learn more about the Office of the Dean of Students, please find websites at LUC.edu/dos or LUC.edu/csaa. Or you may contact directly at 773-508-8840 and at deanofstudents@luc.edu.

Class meeting schedule:

(Disclaimer: This syllabus may be amended as the course proceeds. You will be notified of all changes.)

WEEK of Jan. 13:

- *Introduction to course
- *Introduction of instructor
- *What is the role of journalism in a democratic society?
- *Explanation of writing assignment

WEEK of Jan. 20:

- *NO CLASS MEETING – Martin Luther King Jr. Day

WEEK of Jan. 27:

- *Assignment due: Essay on journalism's role
- *Discussion of interviewing and interview questions
- *Explanation of writing assignment

WEEK of Feb. 3:

- *Assignments due: Classmate interview and personal reaction
- *Pre-class reading assignment: Chapters 1, 2
- *Student presentations of Chapters 1, 2
- *Writing assignments due: Classmate interviews and personal reactions
- *Newswriting discussion (wwwwh, inverted pyramid, ledes, endings, nut grafs, bodies)
- *Explanation of homework assignment

WEEK of Feb. 10:

- *Assignment due: Ledes homework
- *Pre-class reading: Chapters 10, 11
- *Student presentations of Chapters 10, 11
- *Go over homework; discussion of obituaries
- *Explanation of writing assignment

WEEK of Feb. 17:

- *Assignment due: Obituary
- *Guest Speaker: Jill Geisler

WEEK of Feb. 24:

- *Pre-class reading: Chapters 12, 16

- *Student presentations of Chapters 12, 16
- *Go over obituary; discussion of news releases
- *Explanation of writing assignment

NO CLASS WEEK OF MARCH 2 (SPRING BREAK)

WEEK of March 9:

- *Assignment due: Report from a news release
- *Pre-class reading: Chapters 7, 8
- *Student presentations of Chapters 7, 8
- *Go over obituary; discussion of general assignment versus beat reporting
- *Explanation of writing assignment
- *Review for Midterms

WEEK OF March 16:

- *Assignment due: Midterms
- *Pre-class reading: Chapters 9, 4
- *Student presentations of Chapters 9, 4
- *Explanation of writing assignment

WEEK OF March 23:

- *Assignment due: Person-on-the-street report
- *Pre-class reading: Chapters 3, 15
- *Student presentations of Chapters 3, 15
- *Go over midterms

WEEK OF March 30:

- *Pre-class reading: Chapter 5, 6
- *Student presentations of Chapter 5, 6
- *Explanation of Final Project

WEEK OF April 6

- *Assignment due: Part 1 of Final Project
- *Guest speaker

WEEK OF April 13

- *Pre-class reading: Chapters 13, 14, 17, 18
- *Student presentations of Chapters 13, 14, 17, 18

WEEK OF April 20:

- *Pre-class reading: Chapter 19
- *Student presentation of Chapter 19
- *Student presentations of Final Projects

WEEK OF April 27:

- *Student presentations of Final Projects