

Instructor: Dr. Amy Miller
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Office Hrs: 9:30-11:30 T, Th, F & by apt.

Editing Techniques

CMST 143 (3 credits)

Fall 2013

Course Description: Applies the techniques and responsibilities of newspaper editing. Students practice copy reading and headline writing. Prerequisite: CMST 141 or ENGL 101 or entry code.

Course Outcomes:

- Write leads and headlines.
- Refine punctuation, grammar, spelling and proofreading skills to achieve error-free text.
- Analyze and edit writing for story structure, newsworthiness, consistency and audience-appropriateness.
- Demonstrate an ability to apply Libel laws, ethics, and judgment in the editing of submissions to *The Watchdog* student newspaper.
- Recognize and apply the Associated Press (AP) style guidelines in editing new stories.
- Recognize, critically read, and evaluate professional journalistic writing.
- Collaborate and communicate as a professional team to meet deadlines.

Classroom Behavior: Comments or behavior disparaging another based on race, ethnicity, religion, abilities, beliefs, appearance, or sexual orientation will not be tolerated. Cell phones should be set to silent and laptops should be used only for note taking and coursework. Mp3 players should not be used during class.

Academic Honesty: The principle of academic honesty underlies all that we do and applies to all courses at Bellevue College. One kind of academic dishonesty is plagiarism, which may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source. Plagiarism can also occur when non-written ideas are taken without documentation--using someone else's design or performance idea, for example. [...] Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties. Dishonestly produced papers automatically receive a grade of "F" without the possibility of make-up. The Dean of Student Services will also be notified of such conduct, and repetition of the behavior will result in progressively more serious disciplinary.—BC Department of Arts & Humanities Student Procedures and Expectations

Grading Scale

93-100%: **A** 90-92.9%: **A-**
87-89.9%: **B+** 83-86.9%: **B** 80-82.9%: **B-**
77-79.9%: **C+** 73-76.9%: **C** 70-72.9%: **C-**
67-69.9%: **D+** 63-66.9%: **D** 60-62.9%: **D-**
59.9 and below: **F**

Special Needs: Any student with disabilities or other special needs who needs special accommodation in this course is invited to share these concerns or requests with the instructor as soon as possible. (Disability Resource Center, LMC, 425.564.2498)

Important Links:

1. Enrollment Calendar: <http://bellevuecollege.edu/enrollment/calendar/deadlines/>
2. College Calendar: <http://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp>
3. BC Public Safety Department: <http://bellevuecollege.edu/publicsafety/>
4. BC Email Enrollment: <https://bellevuecollege.edu/sam>

Attendance Policy:

1. Work handed in after class ends on the due date will lose one letter grade for every day late. Assignments will not be accepted after they are four days late.
2. In-class assignments cannot be made up except in the cases of university-sanctioned absences. Students who show up late to class are not eligible to make up missed in-class work.
3. Students may receive one free pass to hand an assignment in one day late with no penalty. This free pass will only be given once during the quarter and covers assignments late due to illnesses, forgotten assignments, and missing class. This does not apply to in-class work.
4. Students must notify the instructor of university-sanctioned absences ahead of time and make arrangements for a new due date prior to the absence in order to make up in-class work.
5. In the case of extreme circumstances (hospitalization, family tragedy), students may make a written request for an extension within one week of the assignment including reason for request, extensions requested, and proposed new due date.
6. Students who miss more than one class session will not be eligible for a passing grade, per Arts & Humanities policy. Students who routinely show up late for class may also see a grade penalty following a warning from the instructor.

Daily Syllabus

(Some changes may be necessary as the semester progresses)

Sept 23: Syllabus/ What Copy Editors Due

Sept 30: Grammar & Sentence Structure

Oct 7: AP Style

Oct 14: Story Structure

Oct 21: Fact Checking

Oct 28: Personal Critiques & Audience Analysis

Nov 4: Ethics in Copyediting

Nov 11: No School / Watchdog Online Copyediting Due

Nov 18: Copy Editing & Fact Checking with The Watchdog staff

Nov 25: Ethics in Copyediting

Dec. 2 Practice Copywriting Final

Wed., Dec. 11 @ 11:30 am: Copywriting Final during Final Exam Period

