"No matter how imperfect things are, if you've got a free press, everything is correctable. Without it, everything is concealable." --Tom Stoppard from his play, "Night and Day"

JOUR 3321-003

News Reporting, Writing and Editing

Spring 2013

Instructor: Mark Donald

Class: Tu/Th, 8-9:20 a.m. GAB 112 **Lab:** Tu/Th, 12:30-2:20 p.m. GAB 112

TA/Mentors:

1. Samantha Guzman

Email: SamanthaGuzman@my.unt.edu

Phone: 972-768-6665 2. Desiree Cousineau

Email: annacousineau@my.unt.edu

Phone: 530-781-2624

Books and required reading:

✓ Writing and Reporting News, Carole Rich, Seventh Edition.

- ✓ When Words Collide: A Media Writer's Guide to Grammar and Style, Eighth Edition, by Lauren Kessler and Duncan McDonald
- ✓ When Words Collide Exercise Book, (same as above)
- ✓ North Texas Daily (at ntdaily.com)
- ✓ AP Stylebook. Always have this with you.
- ✓ Dallas Morning News e-edition
- ✓ North Texas Daily stylebook (available at www.ntdstaff.com)
- ✓ A book of your choice to review (list provided first week of class)

Let's talk!

Office: GAB 101C

Office hours:

- Tu: 9:30-10:30 a,m.
 W: 11 a.m.-noon
 By appointment
- Virtual office is always open. Just give me 24 hours to respond to your email.

Cell phone: 214-402-6518

Email: mark.donald@unt.edu

<u>Textbook policy:</u> The Mayborn School of Journalism doesn't require students to purchase textbooks from the University Bookstore. Many are available through other bookstores or online.

<u>Course design</u>: The design of this course is the brainchild of UNT journalism professor Kathie Hinnen, and with her permission, I am adopting and adapting much of its structure, format and syllabus.

Objective 1: In this practical class, you work as a beat reporter for UNT's student newspaper, the *North Texas Daily* and/or its online version *ntdaily.com*. You will further develop the reporting and writing skills you learned in Journalism 2310 (or its equivalent), applying these by finding, reporting and writing your own news and feature stories for the *Daily*.

Part of this class is learning how to work with others, an important component of the professional world. Working closely with an assigned mentor/editor, you will write stories incorporating various reporting techniques, sources, databases, state and federal open records laws, journalism ethics and legal issues, multiculturalism and diversity, multi-platform and explanatory journalism, specialty and investigative reporting, and feature writing.

You will develop your critical thinking skills by:

- Learning to evaluate the credibility of sources
- Honing your news judgment skills
- Learning to gather information quickly on deadline, even when sources are uncooperative

NOTE: If you are a transfer student and have NEVER written a news story before, you should consider taking Journalism 2310 before trying to tackle this class.

Objective 2: You also will be learning the basic skills previously taught in JOUR 3320 News Editing. You will be learning the editor's function in handling news copy, from writing to the printed page or script, with emphasis on writing quality, copyediting, and graphics. You must become proficient at AP Style.
✓ For labs, always bring a red pencil so you can edit your own homework in class.

Major requirements: This class is for journalism majors, not minors. You must have passed JOUR 2310 or its equivalent before taking this class. (For students under any catalog before 2009, this is a premajor class. See your advisor ASAP.)

You must pass this class with a C or better to proceed in your major.

<u>Lab Format:</u> <u>Do not</u> schedule interviews during this period.

Lab sessions are MANDATORY unless they are designated for another use. The first portion of the class will be devoted to News Editing instruction and exercises. The remaining time can be spent with your mentor discussing your writing.

You will be assigned a beat and a TA editor/mentor, who will help you come up with story ideas. Your mentor also will set deadlines and edit final versions of your stories. You are expected to keep in close communication with your mentor about your work, whether in person during lab or by phone or email.

NO STORIES can be submitted to the *NT Daily* without the approval of your mentor, nor will they be accepted for a grade.

Course requirements

50%: A *portfolio* of <u>at least</u> eight (8) high-quality, publishable stories. Four must be on your beat, and four must have a visual element -- photo, video, graphic, chart, stats box, etc. (*You don't not to produce photos or videos yourself.*)

Among your stories must be a:

Mid-term story -- in-depth news feature, investigative piece or profile.

Final story -- in-depth news feature, investigative piece or profile.

See grading breakdown under "Story requirements" below

5%: Book review and presentation. Book to be chosen from a list handed out the first week of class.

10%: Quizzes on textbook readings and current events.

15%: Lab editing exercises, tests and homework.

10%: Attendance, homework and assignments related to in-class activities and lectures, including film responses, critiques, other assignments.

10%: Final exam

Grading standards

A: Work is superb, on time and shows excellent effort.

B: Work is good, on time, shows effort.

C: Work adequate, room for improvement.

D: Work needs lots of improvement, shows little effort.

F: Work incomplete or not acceptable.

* All stories must use Associated Press and North Texas Daily style, with correct spelling, grammar, punctuation and style.

Story requirements

Six news stories: 350-650 words (1 1/2 to three pages, typed/double-spaced). Must have three human sources. (5 % each)

Two in-depth stories: 700 to 800 words, with <u>at least</u> four human sources. Stories may not be event coverage. **(10 % each)**

If you fail to turn in all eight stories, you will not pass the class.

Source lists

All stories must have a list of sources and their contact information (phone, email). No story will be accepted without the list.

Meeting deadlines is crucial, and the failure to do so will affect your grade. You can use some lab time to write your stories, or you can write them on your own time, as long as you meet deadlines.

If you miss a lab for an excused absence, it is your responsibility to contact one of the TAs to make up any missed work. You will have two weeks from the date of your excused absence to make up work done during your absence. Unexcused absences in lab will result in a "O" for that day's work.

You must have your student ID to check in and use the lab. Lab assistants will not allow lab use absent the presentation of proper student identification. A driver's license will not do!

<u>Dropbox</u>: We will use the file hosting system Dropbox to submit your stories on deadline. Within the first week of class, you will receive an email from Dropbox inviting you to the JOUR 3321 folder. If you already have a Dropbox account, simply join the folder.

Engrade: Your grades, assignments and attendance will be regularly maintained on Engrade www.engrade.com/class/gradebook/?clid=5000005312077 (which in addition to Dropbox, I will invite you to join so you can keep up with your grades. This is my first semester with Engrade so bear with me as I figure out the program. If it becomes too big a hassle to maintain both the Dropbox file share and the Engrade grading system, I reserve the right to dump Engrade.

Attendance: Treat this class as a job. You are expected to be present for every class and lab unless otherwise instructed. If you have legitimate reasons for an absence (illness, disaster, family emergency), email me beforehand and present a note from a physician or other official at the next class. If you have a religious holiday, please let me know beforehand. One absence in the course is the limit without penalty toward your final grade, unless you have communicated with me from the beginning about an extraordinary problem. After two unexcused absences, you may lose a half a letter grade (5 points) for each unexcused absence thereafter. The key here is communication, and I am more likely to excuse an absence that I know about in advance.

Being late to class (after I check roll) twice will count as one absence; leaving class early twice will count as one absence; any combination of being late to class and leaving class early will count as one absence. If you come to class late, it is your obligation to notify me at the end of class so I can correct the roll. Failure to notify me will result in your being absent without excuse. This is a seminar course, and it requires your attendance and participation each class meeting.

Attendance at the final is mandatory.

First Class Day Attendance

Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.

Grading Criteria: You will be required to produce a portfolio of <u>at least</u> eight high-quality stories, four of which must be on your beat. The compilation will serve as a professional portfolio to use when applying for internships, jobs or freelance work.

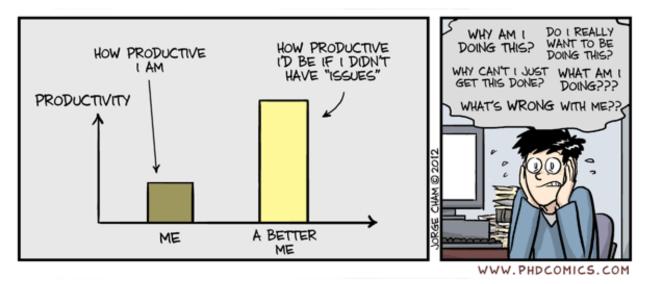
* Don't procrastinate. Meeting the minimum quota of eight stories will be difficult if you get

behind. You'll need to develop sources on your beat and conduct numerous interviews before you're able to generate quality stories that can be published.

Deadlines will be strictly enforced:

- Except for excused absences, missing a deadline on a story will result in the loss of ½ a letter grade (5 points) for each day late.
- Except for excused absences, no story will be accepted unless it is received within 10 days of the date it was due. If received after 10 days, you will get a zero for the story.
- If you miss a quiz or class assignment and you do not have an excused absence, you will receive a "0" for that day's work.
- Missing a deadline on homework will result in the loss of $\frac{1}{2}$ a letter grade (5 points).
- Except for excused absences, no homework will be accepted unless received within four days of the date it was due.
- To pass this class, you must complete all eight (8) story assignments. There are no exceptions. All 8 stories must be posted to Dropbox on the date due; and a hard copy of the story must be delivered to me in class on the date due.

ALL WORK FOR THIS CLASS MUST BE TYPED AND DOUBLE-SPACED



Cell phone and computer policy: Cell phones should NEVER be used in class. Computers should NEVER be used in class unless part of a class assignment.

Note: Computer technicians can see anything on your computer screen.

Be prepared: For class discussions, each week you should read the assigned chapters in your textbook and any handouts provided in class. You also must read:

- The North Texas Daily and The Denton Record Chronicle, both available free.
- The Dallas Morning News and/or the Fort Worth Star-Telegram, available online.
- Also, check out *The New York Times (nytimes.com)* for examples of excellent reporting and writing. The local alternative weeklies, the *Dallas Observer* and *Fort Worth Weekly*, also will help you develop story ideas and make you a better writer and reporter.
- Current events items in quizzes will be based on KRLD 1080 AM, dallasnews.com, npr.org. and star-telegram.com.

Tentative Class Schedule: Spring 2013

Please note that Lecture 1 and Lab A are both scheduled for Tuesdays and Lecture 2 and Lab B are both scheduled for Thursdays. I expect you to read the scheduled chapters (from Writing and Reporting News) as well as any assigned essays and articles *before* you come to class. Lectures and quizzes will cover these and other materials.

Week 1-Jan 15, 17

Lecture 1: Introduction—Introduction, overview and review. What is news. Beats handout, Small World handout, Book Review handout.

Lecture 2: Read: Chapters 1, "Changing Concepts of News," Read Chapter 2 "Basic News Story."

Lab A: Intro to news editing, editing marks, discuss AP style/numerals, TDP and exercise; practice editing quiz.

Lab B: Assign beats, beat research.

Week 2 –Jan 22, 24

Lecture 1: Story ideas—where to find them, how to pursue them.

Lecture 2: Read Chapter 5, (Beat reporting only) pp. 79-80, various handouts.

Guest Speaker, Kevin Sherington, Dallas Morning News Sports columnist will speak about beats.

Lab A: AP/numerals quiz, editing quiz 1; discuss AP/capitalization.

Lab B: <u>Read WWC Chapters 1-3</u>, type up Chapter 3 strengths/weaknesses (both top 5); capitalization quiz.

Week 3 –Jan 29, 31

Lecture 1: Read Chapter 7 "Leads and Nut Graphs," hard and soft news leads

Lecture 2: Read Chapter 8 "Story Organization" Story structure, middles and ends.

Read Chapter 9 "Story Forms."

Lab A: Editing quiz 2; discuss AP abbreviations, lecture WWC 4: Sentences and inclass subject-verb practice.

Lab B: <u>Read WWC Chapter 4</u>, exercises 4, 19; bus crash exercise; AP style on abbreviations/quiz.

** Mentored beat story 1 due at the start of class Thursday, Jan. 31**

Week 4 – Feb 5, 7

Lecture 1: Read Chapter 5 "Sources and Online Research" (read only pp. 86-94.)

Guest Speaker: Doug Campbell

Lecture 2: Read Chapter 19 "Government and Statistical Stories."

Lab A: WWC exercises 32 and 33; snowplow clauses/sentences handout assignment.

Lab B: WWC exercise 8, more sentence exercises; editing quiz 3; lecture WWC 5: Verbs, subject-verbs practice.

Mentored Story 2 due at the start of class Thursday, Feb. 7

Week 5- Feb. 12, 14

- **Lecture 1:** Read Chapter 5 "Sources and Online Research" (read only pp. 77-79, 80-86; If time permits I will begin lecture on the Art of the Interviewing
- **Lecture 2:** Read Chapter 6 "Interviewing Techniques." Observation, gathering details, the art of listening. Class exercise.
- ** JOUR 3321 students will participate in a Mayborn School-wide project on veteran's affairs in Denton County.**
 - Lab A: Read WWC 5, exercises 2, 3 and 5; AP style quiz A-C.
 - Lab B: WWC exercises 7 and 9; AP style quiz D-F; lecture WWC 6: Other parts of speech and practice handout.

Week 6- Feb 19, 21

- Lecture 1: <u>Read Chapter 10</u> "Storytelling and Feature Techniques," Six Paths to Story. How to craft a feature story. You will be receiving a reading assignment to discuss in class.
- Lecture 2: Read Chapter 17: Profiles and Obits. Handouts to discuss in class.
 - Lab A: Read WWC 6, exercises 10, 11 and 15; AP style quiz G-I; editing quiz 4.
 - Lab B: WWC exercises 17, 12 and 13; AP style quiz J-M; lecture WWC 7: Agreement.

Week 7- Feb 26, 28

- Lecture 1: <u>Read Chapter 20</u> "Crime and Punishment," Cops and courts reporting Handouts aplenty.
- Lecture 2: Guest Speaker, John Council, Texas Lawyer Newspaper
 - Lab A: Read WWC 7, exercises 18; AP style quiz N-Q; editing quiz 5.
 - Lab B: Exercises 14 and 16, AP style quiz R-T; lecture WWC Chapter 8: Punctuation.

Week 8- March 5, 7

- Lecture 1: Documentary film "The Paper" (will take up entire class) Response Paper handout
- Lecture 2: Discussion of film, Response Paper, student workshop
 - Lab A: Read WWC Chapter 8, exercises 21, 27, Stinking Comma handout; AP style quiz U-Z; editing quiz 6.
 - Lab B: WWC exercises 23 and 24; editing exercise.

Week 9- March 11-16: SPRING BREAK!!

^{**}Mentored stories 3 & 4 due at the end of class on Thursday, Feb 28**

Week 10-March 19, 21

Lecture 1: Read Chapters 3 "Convergent Media", Chapter 4 "Social Media" and Chapter 12 "Online Journalism" Assign Pulitzer investigative reports for Week 12, March 26, 28

Lecture 2: Guest Lecture: Pete Freedman of Central Track—(look it up)

Lab A: Editing quiz 7; WWC exercises 20, 22; lecture WWC Chapter 9: Clarity and Conciseness

Lab B: <u>Read WWC Chapter 9</u>, exercises 25, 26; in-class editing exercise –trimming stories.

Week 11 – March 26, 28

Lecture 1: Pulitzer Prize-winning journalism reports by students.

Lecture 2: Pulitzer Prize-winning journalism reports by students.

Lab A: Read WWC Chapter 10: Rhythm, exercises 34, 35; handout editing exercises Lab B: Editing quiz 8, in-class exercise.

Week 12- April 2, 4

Lecture 1: Read Chapter 14 "Media law" libel, invasion of privacy, online legal issues.

Lecture 2: Read Chapter 15 "Media Ethics" Plagiarism, Deception, Fabrication et al.

Lab A: Read WWC Chapter 11, handout exercise Gypsies.

Lab B: WWC exercises 28, 29; lecture headlines, practice.

Mentored stories 5 & 6 due at the start of class on April 4

Week 13 – April 9, 11:

Lecture 1: Movie "All the President's Men" 140 minutes/2 hours, 20 minutes and discussion. Movie takes whole class period (95 minutes).

Lecture 2: Finish off movie (45 minutes), discussion on film issues, reporters' qualities.

Read Felt obit in class and discussion. Katharine Graham obit handout.

Lab A: WWC exercise 30; headlines exercises.

Lab B: WWC exercise 31; lecture cutlines, practice

Week 14-April 16,18

Lecture 1: This and That: <u>Read Chapter 16</u> "Multicultural Sensitivity." Katharine Graham obit quiz. Business Reporting

Lecture 2: Student workshop for final stories.

Lab A: TA consultations

Lab B: Story shortening exercises

Week 15- April 23, 25

Lecture 1: Read Chapter 22, "Media Jobs and Internships"

Lecture 2:. Workshop cover letters, student resumes

Lab A: Graphics, Web exercises

Lab B: WWC exercise 36; sentence review; editing exercise

**Mentored stories 7&8 due at the start of class on April 25 **

Week 16- April 30, May 2

Lecture 1: Book Reports

Lecture 2: Finish book reports, semester review.

Lab A: TK. Lab B: TK



May 9, Thursday, 8-10 a.m.: Comprehensive (Lecture and Lab) Final exam

Other Key Dates

- Thursday, Jan. 31, mentored Story 1 due at the start of class
- Thursday, Feb. 7, mentored Story 2 due at the start of class
- Thursday, Feb. 28, mentored story 3&4 due at the end of class.
- Thursday, April 4, mentored stories 5&6 due at the start of class.
- Thursday, April 25, mentored stories 7&8 due at the start of class.

A note to advertising students: Being able to recognize big issues then thinking and writing about them are valuable for all areas of journalism, including advertising. Here's a testimonial from a big-time advertising professional: Eric Schnabel, Vice President/Account Director at Leo Burnett in Chicago, believes the best thing that ever happened to him "was being a journalism major and learning about Associated Press-style writing. You're forced to think about what's the biggest, most important thing, what's the lead in my story here, then go from the lead to the supporting facts that are perhaps less broadly important" (Robbs and Morrison, 2008, p. 97). This class will help you think and write better, and the advertising faculty members believe that's important, no matter what area of advertising you find yourself in — account management, media, research or creative.

Journalism Course Registration

- 1. The Mayborn School of Journalism, in conjunction with the Registrar's Office, has eliminated the need for individual class codes for the majority of journalism courses. Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program; thus, we are unable to maintain the traditional waiting list as has been done previously.
- 2. By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven't taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.
- 3. A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all pre-major courses, and Math 1680 and also have applied for major status. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses. **Pre-majors** must file a formal

application for major status in the final semester of pre-major status to be eligible for early registration of major-level classes in the following semester.

Re-taking Failed Courses: Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for 12 months. Once you have waited 12 months after failing a course twice, you may make an appeal to the professor teaching the course to be allowed to enroll a third time.

Email communication: Communicating with students using the UNT student email account is part of the university's contract with students. Electronic communication with students in this class will be through the students' myunt accounts rather than personal email accounts.

SETE

The Student Evaluation of Teaching Effectiveness (SETE) is a university-wide online evaluation and a requirement for all UNT classes. The Mayborn School of Journalism needs your input to improve our teaching and curriculum. This short survey will be available at the end of the semester, providing you a chance to comment on how this class is taught. Prompt completion of the SETE will mean earlier access to final semester grades. You're a critical part of our growth and success. We look forward to your input through SETE.

Academic Honesty

Plagiarism

When you submit work for this class, that is the same as making a statement that you have produced the work yourself, in its entirety. Plagiarism, fabrication, copyright infringement, and similar uses of other people's work are unacceptable.

Plagiarism, in a nutshell, is using other people's written words as your own. Some people consider the use of 7 to 10 words in a row, copied from another source, as plagiarism. Be sure to include citations when using other people's writing, because plagiarism is a serious offense in any discipline, especially in

journalism. It is a firing offense in the professional world.

Mayborn School of Journalism Academic Integrity Policy

The codes of ethics from the Society of Professional Journalists, American Advertising Federation and Public Relations Society of America address truth and honesty. The Mayborn School of Journalism embraces these tenets and believes that academic dishonesty of any kind – including plagiarism and fabrication – is incongruent with all areas of journalism. The school's policy aligns with UNT Policy 18.1.16 and requires reporting any act of academic dishonesty to the Office for Academic Integrity for investigation. If the student has a previous confirmed offense (whether the first offense was in the journalism school or another university department) and the student is found to have committed another offense, the department will request the additional sanction of removing the student from the Mayborn School of Journalism. The student

may appeal to the Office for Academic Integrity, which ensures due process and allows the student to remain in class pending the appeal.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

Disability Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

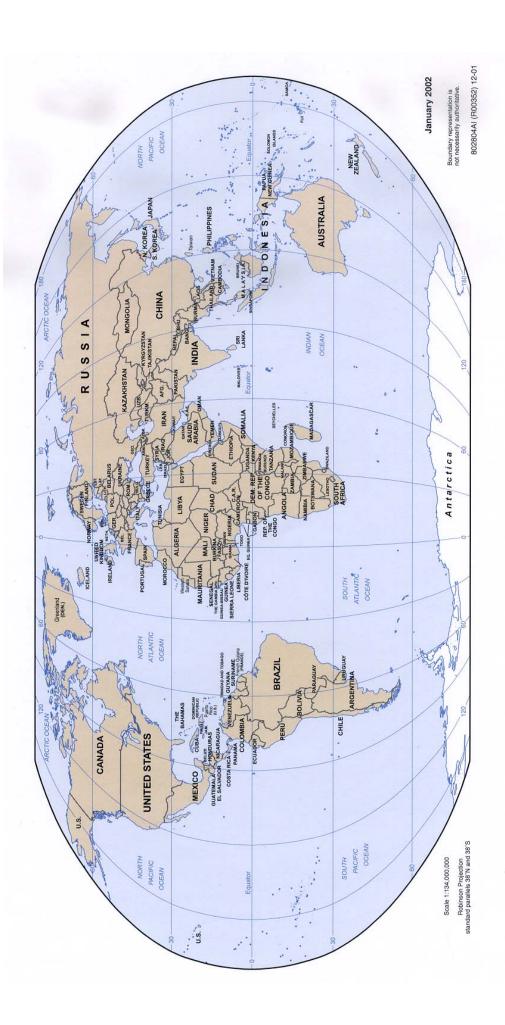
Statement of Student Learning Outcomes -- UNT Journalism

Since 1969, the UNT Department of Journalism (Mayborn School of Journalism effective Sept. 1, 2009) has been accredited by the Accrediting Council on Education in Journalism and Mass Communication. This national accreditation also extends to the Mayborn Graduate Institute of Journalism, the only accredited professional master's program in Texas.

About one-fourth of all journalism and mass communication programs in the United States are accredited by ACEJMC. National accreditation enhances your education here, because it certifies that the department and graduate institute adhere to many standards established by the council. Among these standards are student learning outcomes, covered by journalism courses in all sequences.

This course, JOUR 3321, will help to meet the student learning outcomes that have been checked by your professor, Mark Donald.

☑ Understand and apply First Amendment principles and the law appropriate to professional practice.
☐ Demonstrate an understanding of the history and role of professionals and institutions in shaping communications.
☑ Demonstrate an understanding of the diversity of groups in a global society in relationship to communications.
☐ Understand concepts and apply theories in the use and presentation of images and information.
☑ Work ethically in pursuit of truth, accuracy, fairness and diversity.
☐ Think critically, creatively and independently.
☐ Conduct research and evaluate information by methods appropriate to the communications professions in which they work.
☑ Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.
☑ Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.
☐ Apply basic numerical and statistical concepts.
☐ Apply tools and technologies appropriate for the communications professions in which they work.



THE WHERE

Where places are often dictates what goes on there.
As news occurs, routinely look up the geographical location and note its placement and surrounding countries.

The following are just some of the places you will need to need to be able to locate on a blank world map during this class.

Middle East

Afghanistan Iran Pakistan Iraq

Syria

Saudi Arabia Yemen

Africa/Mediterranean

Tunisia Libya Egypt Somalia

Israel Lebanon

West Bank and Gaza Strip

Asia

China South Korea
Japan North Korea
The Philippines India
Vietnam Turkey

Europe

UK Norway

Spain

Germany Russia Italy Greece

Western Hemisphere

Mexico

Haiti Cuba Colombia Venezuela Brazil Chile