

LSC Use Only  
Number: \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Action-Date: \_\_\_\_\_



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97-132  
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99-10  
UWUCC USE Only  
Number: \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Action-Date: With Learn 5/2/00

**CURRICULUM PROPOSAL COVER SHEET**  
University-Wide Undergraduate Curriculum Committee

**I. CONTACT**

Contact Person Stanford Mukasa Phone x3097  
Department Journalism

**II. PROPOSAL TYPE (Check All Appropriate Lines)**

**COURSE** JN 337/EDITING  
Suggested 20 character title  
 New Course\* \_\_\_\_\_  
Course Number and Full Title  
 **Course Revision** JN 337/EDITING  
Course Number and Full Title  
 Liberal Studies Approval + \_\_\_\_\_  
for new or existing course Course Number and Full Title  
 **Course Deletion** \_\_\_\_\_  
Course Number and Full Title  
 **Number and/or Title Change** \_\_\_\_\_  
Old Number and/or Full Old Title  
\_\_\_\_\_  
New Number and/or Full New Title  
 **Course or Catalog Description Change** \_\_\_\_\_  
Course Number and Full Title

**PROGRAM:**  Major  Minor  Track  
 New Program\* \_\_\_\_\_  
Program Name  
 Program Revision\* \_\_\_\_\_  
Program Name  
 Program Deletion\* \_\_\_\_\_  
Program Name  
 Title Change \_\_\_\_\_  
Old Program Name  
\_\_\_\_\_  
New Program Name

**III. Approvals (signatures and date)**

Robert J. Russell 2/3/97 Department Curriculum Committee  
Stanford Mukasa 2/3/97 Department Chair  
[Signature] 2/5/97 College Curriculum Committee  
[Signature] 2/5/97 College Dean

+ Director of Liberal Studies (where applicable) \*Provost (where applicable)

## DESCRIPTION OF CURRICULUM CHANGE

- 1 JN 337 Editing 3c-01-3sh

**Prerequisites:** JN 102, JN 120 or JN 220 or permission

Course teaches students to think and act as editors. Stresses basic practices such as copy editing and headline writing while also focusing on guidelines for improving accuracy, clarity, transition, spelling, and punctuation of copy. Students work in groups and function as page editors, copy editors as well as rewrite editors. They learn to select and edit stories as well as to do newspaper layout and design..

- 2 **SUMMARY OF PROPOSED REVISIONS.**

**Current:** JN 337 Editing 3c-01-3sh

**Prerequisites:** JN 102, JN 220

Stresses basic practices such as copy editing and headline writing while also focusing on guidelines for improving accuracy, clarity, transition, spelling, and punctuation of copy. Students use wire service stylebook extensively.

**Proposed:** JN 337 Editing 3c-01-3sh

**Prerequisites:** JN 102, JN 120 or JN 220 or permission

Course teaches students to think and act as editors. Stresses basic practices such as copy editing and headline writing while also focusing on guidelines for improving accuracy, clarity, transition, spelling, and punctuation of copy. Students work in groups and function as page editors, copy editors as well as rewrite editors. They learn to select and edit stories as well as to do newspaper layout and design..

- 3 **RATIONALE**

To allow nonmajors who take JN 120 and later declare a major in journalism. To accommodate nontraditional students with experience in the field. Course description needed to be more comprehensively articulated to reflect the editorial process involved in the course.

- 4 **SYLLABUS OF THE RECORD.** N/A

- 5 **LETTERS OF SUPPORT.** N/A

**I Catalog Description** JN 337 Editing 3c-01-3sh

**Prerequisite** JN 102 JN 120 or JN220 or permission

JN337 Editing is aimed at training students to *THINK* and *ACT* like editors. To meet this objective, JN337 will examine all aspects of the role of a newspaper editor, including how to check for spelling, grammar, punctuation and factual accuracy; how to write headlines, do page layout, use news judgment; and how to function as part of a newspaper team. Students should be able to function as editors upon completion of the course.

## **II Course Objectives**

- Students will gain skills to do basic copy editing and headline writing
- Students will be able to select stories, determine their newsworthiness and page placement.
- Students will be able to download, crop and scale pictures.
- Students will be able to use the PageMaker software to do page layout and design.
- Students will be able to function as page editors and copy editors.

## **III Course Outline**

### **WEEK ONE**

Course introduction

Management structure of a newspaper

Copy flow

Introduction to Word Perfect 3.5 and journalism lab (File server and folders)

Reading:Harrigan Ch. 1,2

### **WEEK TWO**

Role of editor

Editing for spelling, grammar and punctuation

Electronic editing and filing

Reading:Harrigan Ch. 3,4

**Test 1**

### **WEEK THREE**

Style

Editing for accuracy and fairness

Editing for content

Reading:Harrigan Ch 4,5; 10-13

**Test 2**

### **WEEK FOUR**

Legal and ethical issues in editing  
 Reading:Harrigan Ch. 6  
 Introduction to the Internet and the graphic converter  
**Test 3**

**WEEK FIVE**

Writing headlines  
 Editing pictures (bring photocropping wheel)  
 Introduction to the Internet  
 Reading:Harrigan Ch. 7,8  
**Test 4**

**WEEK SIX**

Introduction to PageMaker  
 Newspaper layout and design  
 Reading : Harrigan Ch 9

**WEEK SEVEN-EIGHT**

Newspaper layout and design  
 Form groups of three  
**Test 5**

**WEEK NINE**

MID TERM (2 PARTS)

**WEEK TEN TO FIFTEEN , MARCH 18 - APRIL 24**

Group projects

**IV Evaluation methods**

**Activity**

Five tests	10
Midterm	40
Layout and design test	10
Project editor	05
Project copy editor	05

Project picture and graphics editor 05

Group Project 10

**V Required textbooks**

- Harrigan, Jane T. The Editorial Eye Press: New York, 1993
- Associated Press Stylebook, latest edition

**VI Special resource requirements**

None

**VII Bibliography**

JN337 Editing

3 hrs

Prerequisite: JN102, JN120 OR JN220 OR Permission

1 CATALOG DESCRIPTION:

Course is aimed at training students to THINK and ACT like editors. Stresses all aspects of the role of a newspaper editor, including how to check for spelling, grammar, punctuation and factual accuracy; how to write headlines, do page layout, use news judgment; and how to function as part of a newspaper team. Students should be able to function as editors upon completion of the course.

2. OBJECTIVES

- Students will understand the dynamics of the editorial process enabling them to think and act like editors.
- Students will be able to use editorial and news judgment to detect errors and potential libel in stories as well as select stories that are of interest and relevance to readers.
- Students will be able to do page layout and design and produce a newspaper.

3 REQUIRED TEXT AND MATERIALS

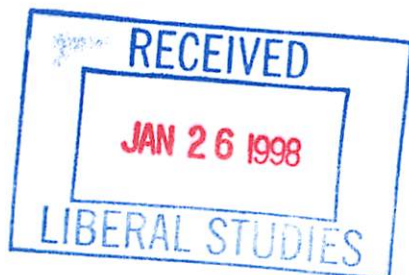
- Frazell, Daryl L. And George Tuck. Principles of Editing. A Comprehensive Guide for Students and Journalists. McGraw- Hill, 1996. Companies Inc
- Proot G. Kevin Adobe PageMaker6.5 for the Macintosh. Macintosh Edition

THE FOLLOWING ARE RECOMMENDED

- |  |                                      |
|--|--------------------------------------|
| • Associated Press Stylebook, latest edition | • Photo cropping wheel               |
| • Pica rule                                  | • Dictionary (pocket size for class) |
| • Thesaurus                                  | • Pair of scissors                   |
| • Glue                                       | • Two blank computer disks.          |

4 COURSE OUTLINE

The course will consist of class lectures, discussions, tests, mid-term and final examinations and group projects.



#### WEEK ONE

- Course introduction
- Management structure of a newspaper
- Copy flow

#### WEEK TWO

- Introduction to line editing
- 
- Assignments

#### WEEK THREE

- Line and Creative Editing
- Introduction to PageMaker6.5

#### WEEK FOUR

- Line and Creative Editing
- PageMaker6.5

#### WEEK FIVE

- Design Editing

#### WEEK SIX

- Design Editing

#### WEEK SEVEN

- Mid-term exam
- Layout and design test

#### WEEK EIGHT

- Group Projects

### 5. GROUP PROJECTS

You will form groups of three and exchange the roles of page editor, copy editor and picture and graphics editor to produce (i) four-page tabloid and (ii) two-page broadsheet newspapers.

You are required to do all the tasks assigned to you by your group. If you miss your assignment, you will not get any group grade. For any project, whoever is the editor, is the group's leader and the editor's instructions must be followed. This is part of your learning to work as a team, to take responsibility for your group as well as to take orders from your editor.

Completed projects for both broadsheet and tabloid are due no later than the last day of classes

### 6. EDITORIAL ROLES AND RESPONSIBILITIES

A. THE PAGE EDITOR is responsible for designing the page, selecting stories for the page, selecting picture and graphics, and assigning tasks (stories for copy editing as well as headline sizes) to copy editors and picture and graphics editors. The page editor makes final decisions about a given page and is in charge of that page.

B. THE COPY EDITOR edits copy assigned by the page editor; writes headlines according to sizes determined by the page editor

C. THE PICTURE AND GRAPHICS EDITOR scales and crops pictures as well as other graphics; designs advertisements and writes cutlines (and the masthead).

**7. GRADING**

<b>ACTIVITY</b>	<b>PERCENT OF FINAL GRADE</b>
Five tests	10
Midterm	50
Layout and design test	10
Group project	10
Individual group	10
Final examination	10

**GRADE WEIGHT**

90+percent = A; 80 - 89 percent = B;70 -79 percent = C;60 - 69 percent = D; Below 60 percent = F