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 LSC App-11/19/15
 UWUCC App 1/19/16
 Senate App 2/2/16

REVISION APPROVAL COVER SHEET FOR CONTINUATION OF W-DESIGNATION

TYPE II DEPARTMENT COMMITMENT

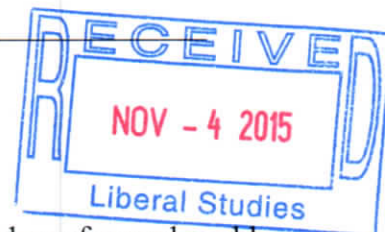
Professor Dr. Michele Papakie

Department Journalism and Public Relations

Email michele.papakie@iup.edu

Course JRNL 120 Journalistic Techniques

Please provide answers to these questions on the next page:



1. Include the most recent syllabus for the Type II course.

Addendum: This does not have to be the syllabus of record, since the syllabus of record could potentially be rather dated. These syllabi are not meant to replace the syllabus of record; rather they represent how the department is currently teaching a particular Type II W course. These syllabi **do not** have to be revised using the Liberal Studies objective format.

2. Include a new "Statement Concerning Departmental Responsibility". The statement of departmental responsibility" explains how the department will ensure that the writing component is present regardless of who is teaching the course. It needs to identify the specific department group or individual who is responsible for ensuring this.

Addendum: This section should show how the department is going to support the W nature of a Type II course, not repeat what is being taught in the course. For example, there is no need to repeat the writing criteria (5000 words, essays exams, research papers etc.) in this section as the type of writing and/or assignments might change over the years. The responsibility relies on the department and they should explain how it will be supporting the W course to ensure that it is being taught in the proposed manner. That may be creating a community of writers within the department or a yearly meeting(s) to discuss Type II offerings. It might also be associated with particular outcomes from the course (often in accredited programs).

Approvals:	Signature	Date
Professor (s)	<i>Michele R Papakie</i>	3 NOV 2015
Department Chair	<i>Michele R Papakie</i>	3 NOV 2015
College Dean	<i>A Ann</i>	4/NOV/2015
Director of Liberal Studies	<i>D H K</i>	29 NOV 15
UWUCC Co-chair(s)		

TYPE II DEPARTMENT COMMITMENT

Professor Dr. Michele Papakie Department Journalism and Public Relations

Course JRNL 120 Journalistic Techniques

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As department chairwoman, I hold the ultimate responsibility to ensure that JRNL 120, as with all of our additional writing intensive courses, will continuously meet or exceed all university requirements. All faculty have followed and will continue to follow the course syllabi and use equivalent writing assignments. Because we have core courses that must be taken in succession for our majors and our minors, our faculty consistently discuss methods and assignments we are using in each of the classes to ensure student preparedness for the next sequential course. The student outcomes of each of these courses are assessed each semester. Students are given pre-tests and post-tests, and those results are discussed at department assessment committee meetings throughout the semester, and courses are adjusted accordingly. Basic writing assignments, regardless of who is teaching the courses, include: lead writing, basic news stories, obituaries, covering accidents, covering crime, features and covering speeches. Students are encouraged to publish their work in either The Penn, The Indiana Gazette or any other appropriate print or online publications.

Welcome to JRNL 120, Journalistic Writing!

Fall 2015

Prerequisites: ENGL 101 and enthusiasm! JRNL 120 is a course for non-majors and minors. It is writing intensive.

Instructor: Dr. Erick Lauber

Office: 724-357-5967

E-mail: elauber@iup.edu

Office Location: 436 Davis

Office Hours: TBA in class

Department Office and Hours: 434 Davis, 8 a.m. to 4 p.m.

Description: JRNL 120 emphasizes intelligent use of writing ability in a journalistic style and understanding of the why of journalism and mass media. Practices and improves writing skills.

Objectives: By the end of this course, students will be able to: select newsworthy and important information and write in a professional way; understand the role of the professional writer in today's society; package information in a way that enhances reader interest.

Textbooks/Reference Books/Supplementary Reading:

- **Required:** Harrower, Tim. *Inside Reporting: A Practical Guide to the Craft of Journalism*. Third Edition, McGraw Hill, 2012.
- **Required:** *Media Writer's Handbook (6th Edition)*
- **Optional:** *The Associated Press Stylebook*

Resources: All students are encouraged to use The Writing Center on campus. The phone number is 724-357-3029, and the Web address is www.wc.iup.edu. Keep in mind we use *The Associated Press Stylebook* as our guide.

(YOU WILL NEED TO BRING PAPER AND PENCIL/PEN TO CLASS EVERYDAY)

Grading: Students will earn points for attendance, participation, group work, in and out of class chapter assignments, quizzes, and tests. Total earned points will be divided by total available points, and grades will be determined as follows (by percentage): 100-91 = A; 90.99-81 = B; 80.99-71 = C; 70.99-65 = D; and 64.99-Below = F.

Assignments and Deadlines: All out-of-class writing assignments must be typed (double-spaced, 12-point font). Deadlines are critical in the real-world, so they are also critical in this class. **Writing assignments MUST BE TURNED IN during the specified time on the due date.** Late assignments are only eligible for a maximum of half of the original point value, and they will only be accepted at the discretion of the professor. Assignments more than 24 hours late become ineligible for any points at all.

In-Class Writing Assignments: In many class sessions, students will work on or write news stories. The goal of these assignments is to simulate a newsroom setting, teaching students to compose effective stories under an imposed deadline at a computer. All in-class writing assignments are due by class end or when determined by the professor.

Attendance Policy: Class will meet approximately 42 times throughout the semester (three times a week for 14 weeks). Attendance is mandatory. Students will be given three allowable absences for illness or personal emergencies. **If you are going to miss class, you must contact me via e-mail or phone at least**

one hour prior to class. If you do not notify me of your absence **in advance**, it will be considered unexcused, and points will be taken off of your course grade. Not all excuses will be accepted as justifying an excused absence. This determination is at the discretion of the professor. Quizzes and in-class writing assignments missed for **EXCUSED** absences **only** may be made up with a new deadline.

Possible Writing Assignments:

Your First Time Away from Home – 500 words

Your Autobiography – 1000 words

The Fog Index – 100 words

Several Lead Writing Assignments – 300 words

News Brief – 200 words

Interview Story – 800 words (with revisions)

Accident Story – 200 words

Speech Story – 500 words

Opinion vs. News Story – 800 words

Obituary – 400 words

Various Reaction Papers and Journaling Assignments

Helpful Hint: Weekly quizzes will include current event questions as well as questions from each assigned reading. Quizzes and smaller assignments will total 10% of the course grade.

**** Changes/Notes:** Dr. Lauber reserves the right to modify the above grade weighting of categories, or add/delete categories given unexpected events during the semester.

Tests: Tests covering class discussions and textbook material will each total 100 points. The three tests will each be worth 10% of the course grade (for a total of 30% of the total course grade). Students must take the tests on the scheduled day, during their assigned class period. Any student who is not in class for a test, without making prior arrangements with the instructor, will not be permitted to make up the test and will be given a “0” grade unless an exception due to a documented emergency is provided to the instructor.

If you want to be successful in this course:

- Don't miss class.
- Be on time for class.
- Hand in all assignments on time.
- Take good notes.
- Reread notes/instructions as you work on assignments.
- Pay attention to detail.
- Triple check your work and be proud of what you turn in.
- Being successful doesn't necessarily mean you'll get an “A”. Success means you learned something valuable and did your best work.

Opportunities to Earn Extra Credit and Invaluable Experience: Students are encouraged to participate in the following university-wide activities. You must notify me in advance of your participation in each event.

- **Get Published in The Penn for 10 points** – attend a writers' meeting on a Tuesday evening, get an assignment, write it and have it published with a byline. You must do all of these steps, including attending the writer's meeting. (Maximum for extra credit – two stories.)
- **Six O'Clock Series presentations** are held Mondays from 6 p.m. to 7:30 p.m. in the Ohio Room at the HUB (subject to change). You can earn 10 bonus points for each **NEWS ARTICLE** you write on each event. (Maximum for extra credit – two stories.) You can find a list of the presentations at

www.iup.edu/sixoclockseries. Write a brief **news story** about the presentation from any angle. Writers should focus on the concepts we are covering in class that particular week. The story will be due the Tuesday following the event. Articles must be time-date stamped and put in my mailbox. They will not be accepted after 4 p.m. Tuesday.

Excused absences will be granted only for the following circumstances and when proper documentation is provided. No absences will be excused without documentation.

- 1.) Illness that prevents class attendance. The student must have documentation from the health center or another physician that specifically indicates the student cannot or should not attend class. Health center documentation is not acceptable unless it indicates the student is unable to attend class.
- 2.) Family emergency. Serious illness or death of an immediate family member. Documentation of this emergency must be provided.
- 3.) Participation in a university sponsored activity. Permission for excused absence must be obtained in advance of the activity and the student must have a letter from the faculty sponsor indicating the student's involvement in the activity.
- 4.) Assignments due during a time a student is participating in a student activity must be handed in to the instructor prior to departure or immediately upon the student's return, with the instructor's permission. Assignments due during a time when a student is excused for other reasons must be handed in at the beginning of the second class following the student's return, unless other arrangements are made with the instructor.
- 5.) Students are responsible for obtaining any notes from missed classes, getting instructions for assignments and stories or any other class materials from other students. The instructor will not provide notes or course outlines.

Use of Cell Phones: The use of cell phones or any other electronic device at any time during class is absolutely prohibited. You are expected to have your cell phone turned off when you enter class. Repeated class disruptions will result in your being asked to leave class. At no time will you check messages or be caught looking at or handling your cell phone during class.

Recordings: Students may not take pictures, videos, audio recordings or any other type of recording during class. Laptops are permitted only at the discretion of the professor. Please make arrangements with the professor if you wish to use a **laptop or tablet computer** at any time. You may be asked to sit in the first row.

Sexual Violence Reporting: Indiana University of Pennsylvania and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the Department of Human Services (1-800-932-0313) and University Police (724-357-2141). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: <http://www.iup.edu/social-equity/policies/title-ix/>

Please feel free to talk with the instructor at any time. However, to insure his uninterrupted attention, it is best to see him during his office hours or schedule an appointment.

Finally: "I am willing to put in whatever time is necessary for you to grasp theories and ideas and apply what you are learning. I expect you to take the initiative to read and learn outside the classroom. When you come to class prepared, we can use class time for questions, clarification and thoughtful discussions of concepts and real-world applications. I would like our relationships to be mutually respectful. If you are serious about writing, I will help you try to get your class work published throughout the semester, so you can add professional clips to your portfolio. **IF AT ANY TIME YOU HAVE PROBLEMS, ARE CONFUSED OR FOR ANY OTHER REASON ARE UNABLE TO DO THE WORK ASKED OF YOU, LET ME KNOW DIRECTLY AND EARLY IN THE SEMESTER.** Also, if you have a learning problem of any kind, please see me during office hours or make an appointment to discuss your special needs." – Dr. Erick Lauber