Instructor Information

Instructor: Jana Porter
Office: Online
Mailbox: Via email
Hours: As needed; if we need to meet, contact me and we will find a mutually agreeable time and place
Phone: 501-9405262
Email: japorter@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Logan Oliver 501-690-3079 loliver@uaptec.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptec.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

Online

Catalog Description

Beginning Reporting gives instruction and practice in the basic principles of writing for print and broadcast media. Emphasis is on accuracy, brevity, clarity, deadlines, editing, proofreading, structure, spelling and style. Forms introduced include reporting and interviewing for news, feature, broadcast, opinion, and public relations writing. Basic computer skills are necessary, as this is an online course.

Course Materials

Access to a computer and Internet.

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education
UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

**Department / Program Learning Outcomes**

It is the intent of University of Arkansas Pulaski Technical College to provide general educational and technical courses that will be needed by students to succeed in a career or to transfer for further higher education. The college will ensure that the general education is “consistent with the mission” and “designed to ensure breadth of knowledge and to promote intellectual inquiry.” The college recognizes the importance of general education and related studies as integral components of technical education. The college will strive through general educational courses to:

1. Increase his/her capabilities to communicate through writing, speaking, and reading.
2. Perform computations, reason logically, and think independently.
3. Develop a basic understanding of people, cultures, and society in general.
5. Develop teamwork and work place skills necessary for success in the world of work.

**Student Learning / Course Outcomes**

This course is designed to introduce students to the basics needed to write for the media.

Special attention will be given to the following areas:

1. The writing process and the media writer – review of the process of writing, from generating ideas, to drafting, to revising.
2. The basic tools of the media writer – review of grammar for media writing.
3. Style and stylebook – ABCs of media writing (accuracy, brevity, clarity); discussion of
the Associated Press stylebook.

4. Writing in the media environment – focus is on news values, the five Ws & 1H, interviewing, accuracy, deadlines, and ethical issues.

5. Writing for print – focus is in news stories and feature stories; the inverted pyramid; writing lead paragraphs; developing a story; using quotations; editing and rewriting.

6. Writing for broadcast – focus is on the process of writing broadcast news: selection of stories to cover; characteristics of broadcast writing; story structure; broadcast writing style; copy preparation.

7. Writing for public relations – focus is on the writing done by PR professionals: news releases, letters, corporate publications, and speeches.

8. Writers and the law – focus is on the legal issues concerning journalists, including discussion of the First Amendment, privacy issues, defamation, and copyright laws.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

If two weeks pass without any work being submitted online, you will be administratively dropped from the course and will not be allowed to access the class for the rest of the semester.
If an assignment is turned in after the deadline, ten points will be deducted from the final grade given on the assignment. Ten additional points will be deducted for each day (twenty-four hours) it is late after that.

NOTE: ASSIGNMENTS ARE DUE BY 11:59 p.m. ON THE DATE POSTED AS THE DEADLINE. ASSIGNMENTS POSTED AFTER 11:59 p.m. WILL BE CONSIDERED LATE.

Discussion posting will not be accepted late, and each exam and quiz must be taken on time. If exams and quizzes are not completed on time, you WILL receive a zero. Depending on how many quizzes are given during the semester, the lower one or two grades may be dropped.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information:

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Because class discussion is a partial component of this course, many issues will be debated. It is important that you are respectful to the views of all students and never take criticism of your views personally.

Any critical discussion of the class or the instructor should be directed to the instructor.

Public forums in the class’ shell are not the appropriate place to discuss dissatisfaction with the class, instructor, specific assignments, etc.

*When we have discussion, the questions are directed at the students. The instructor is familiar with the material and what is available in the textbook and views on the Internet. She is looking for each student’s individual opinion and viewpoint, not something copied and pasted from another source. Use critical thinking and share what you think.

• The instructor shows respect and courtesy to all students. She expects the same respect and courtesy in return. If she feels a student is behaving in a disrespectful manner toward her or another student, she reserves the right to ask the student to leave
the class/discussion. In cases she deems extreme, the student may be asked to leave the class permanently and will receive an F for the course.

**Grading Policy**

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

*[Use the remainder of this space to outline any other policies you may have that will affect student grades, such as plagiarism, participation, attendance, peer editing, etc.]*

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

*Plagiarism: Any instances of assignments that are copied all or in part with no attempt to cite the author will result in an F for the course. Any instances where the student has copied with incorrect citing of the original source will result in an 0 for the assignment.*
Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy
UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

**Tentative Course Schedule**

- *Week One: Introduction*
- *Week Two: Elements of News Story*
- *Week Three: Media Law and Ethics*
- *Week Four: Gathering Information*
- *Week Five: Writing Leads*
- *Week Six: Story Structure*
- *Week Seven: News Story due*
- *Week Eight: AP Style*
- *Week Nine: Broadcast Writing*
- *Week Ten: Midterm Exam*

**Final Exam Schedule:** *Final Exam will be open during Monday-Friday of Finals Week.*

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for [insert instructor's name and course name here] John Smith's English Composition I class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone