

Welcome to JRN215 Newspaper Workshop- Fall 2018!

Advisor: Dr. Dean Nelson, deannelson@pointloma.edu

We will be meeting **Mondays at 4pm** in *The Point* Office, located on the lower level of Bond Academic Center. All meetings are mandatory!

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Griffin Aseltine	Sports Editor	(408) 893-2096
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Whitney Byrd	Copy Editor	(720) 425-5622
Natalie Mooney	Media Manager	(619) 997-8371
Andie Naugler	Web Manager	(760) 994-7897
Delaney Meier	Layout Manager	(206) 909-2431

This is what every week will look like as a part of *The Point* Staff. Live by this!

Sunday	Tuesday	Wednesday	Thursday	Friday
- Articles must be completed no later than 11pm and sent to section editors. This means fully done!	- Begin working on your next article! - Reach out to sources for quotes; every article must have at least 3 sources. - Layout completed!	- Help distribute papers around campus in the morning (i.e. Chapel, Caf, BAC, Gym, Bobby B's, Fermanian, etc.) - Be proud of what we have printed!!☺	- Connect with your section editor on progress. - By now, you should have already met with your sources or have an interview set-up. Time goes by quickly; don't wait for the last minute.	- Piece together your article with the info you have been able to gather. - Last day to talk with sources, do not rely on people to reply over the weekend.
Monday				Saturday
- Meeting at 4pm to discuss edits from last week/stories for the next week.				- Finish writing your article and go over it multiple times. Almost done!

Timeline

For Staff Writers, the diagram on the previous page represents a typical week. Story assignments will be decided at Monday meetings and you will send your sources a courtesy e-mail, on Tuesday you will connect with your sources and begin gathering information. Then, Wednesday you will help distribute our paper throughout campus and continue making progress on your story. Thursday you will need to e-mail your section editor what you have/what you need, they are here to help you. By Friday/Saturday you should have enough information/quotes to write a complete and cohesive article! All articles are due Sunday at 11 pm and sent to your section editor- *no exceptions*. Sunday should NOT be the first time your editor is seeing your article. Keep them in the loop!

For Section Editors, you have a slightly different timeline. At Monday meetings it is your responsibility to connect with writers interested in a story for your section- as well as recording all of the story ideas that pertain to you. Tuesday, it is **crucial** that you come into the office and review your section in our layout template, I cannot stress the importance of this enough. On Wednesday, you are also required to help distribute our latest edition. Then Thursday, Friday, Saturday, and Sunday you are checking in with your writers/overseeing their progress, giving advice, etc. Stories will be sent to you Sunday night by 11 pm and you have until Monday night at 11 pm to upload them into the "Point Fall '18" Google Folder. Then our Copy Editor will double-check what is uploaded and our Layout Managers will embed them into our template.

Meetings

Coming into meetings, staff members should be prepared to share **THREE** story ideas with the group. **One of the three story ideas has to be news-related** (i.e. policy changes on campus, local news that affects our students, etc.). Saying that someone else already said yours is not an excuse, come with back-ups. Here are some ways to find topics...

- look at events boards on-campus/around San Diego
- look up recent San Diego news
- listen to friends/peers
- engage in different groups/organizations
- join Point Loma community groups on Facebook for local events/happenings

Our reporting extends beyond PLNU, it is our job to keep students both entertained and **informed**. After everyone shares story ideas we will assign them as a group so you are familiar with what everyone is working on. Next, you will meet with your section editors to discuss your assignments, game plan for sources, etc. Then, section editors will meet with me to confirm.

Article Expectations

You are expected to submit **at least one article a week**. Either for print or online.

Length: All articles must be between 400 and 500 words. There are rarely exceptions for this. Although if you have an in-depth story that needs to be a more substantial length, we can work something out! Keep your editor in the loop.

Sources: You need to have **at least three sources, one being an “expert”** (meaning more than just a PLNU student). Your sources should not be your friends, if this is the case switch stories with someone else and let them cover it.

After being assigned, figure out a road map with your editor on where the story could go. Get background on your sources or the event by researching online or speaking to a member of the staff.

E-mail your sources first as a courtesy after our meeting on Monday. You do not need to wait for a response before finding them on-campus or giving them a call. The sooner you find them, the quicker your story is finished! And remember, one attempt at contacting them is NOT enough.

Always ask your source the best/quickest way to reach them (phone/e-mail/in-person) in case you need to ask a follow up question (even on the weekends!).

If they are a professor or an expert, ask them for their title. Out of respect we do not want to make any mistakes here.

If they are a student, ask them their current class and major. This gives students credibility. If you are covering a story about a virus outbreak, you might want to ask a nursing major. If you are researching a local election, maybe you would look into the political science department, etc. (majors and years are NOT capitalized).

Things to ask your sources...

- Who?
- What?
- When?
- Where?
- Why?
- How?
- Is there anything else you would like to add?
- Is there anyone else I should get in contact with?

If your source falls through, CONTACT YOUR EDITOR IMMEDIATELY.

Your editor will follow up with these questions...

- Are there any other available sources you can reach out to?
- What are we going to do instead to fill that space?
- What other story would you be willing to take on instead?
- Are there any events that you could cover?

Submitting your story

Completed articles will be emailed to your section editor by 11pm on Sunday night, AP Style*, 12 point font, double-spaced with your name, topic, word count and “slug” (title) on the top left (MLA format). **Do not include any hard indents, formatting, etc.** it is easiest for our Layout Manager if the text is simple. **Before submitting your article, read it over at least three times.** The first time, look for informational errors/inconsistencies. Then, check for AP Style discrepancies and grammar issues. Read through your lead. Make people want to keep reading.

**AP Style meaning you have confirmed all language/grammar with what is in the AP Stylebook.*

Photos

All articles must have a photo that YOU or someone related to the story has taken and you have permission to use it. (i.e. Hi___! Did you take this photo? If so, can we use it for The Point on all platforms? How would you like to be credited? Thanks!). **When submitting photos, do NOT put them directly into your document. They must be uploaded separately.**

Online Content

As I mentioned above, articles that are uploaded online- but not printed- also count as your weekly contribution. The word count is MUCH more flexible and information should be published more immediately.

On Monday when you devise a game plan with your section editor, you will decide whether it is better for web, print or both. This will be based on how long it will take to contact sources, how time sensitive it is, etc. Our GOAL is to upload content online daily. Web is priority, then we can decide what we print that week.

Media

If you take any photos/videos at meetings, during the writing process, when people are reading the printed paper around campus on Wednesday, etc. **SEND THIS CONTENT TO OUR MEDIA MANAGER!** It will be uploaded to our social media accounts, it is important to keep these interesting and current.

Deadlines

Failure to meet a predetermined deadline is like failing to complete an assignment on time. Newspaper workshop is a class and the assignments should be treated as such. With all of the resources on-campus, there should be no reason an assignment can't be finished in time! There are academic consequences for not meeting a deadline, but let's not go there.

YOU ARE NOW A JOURNALIST!
Be bold, be curious.

As proof you have read and understand all that is required of you above, please sign this document and return it to the EIC at the next meeting.

Print name _____

Signature _____ Date _____