

Point Loma Nazarene University
WRI217 Yearbook Workshop
Spring 2017

PLNU Mission Statement

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Location & Time

Bond Lower Level, Mariner Office
Meeting time: Tues, 6 pm

Advisor

Stephen Goforth, stephengoforth@pointloma.edu
Phone: 678-472-1646
Office: Bond Academic Center, room 126

Editor in Chief

Editor-in-Chief - Jaclyn Francis 424-634-2441

Prerequisites

Successful completion of the College Composition requirement (5 units).

Course Description

Writing for publication. Includes one or more of the following: planning and design, writing and editing, photojournalism, production and distribution. Required of staff members of the Mariner. WRI 215, WRI 216 and 217 may be repeated up to a combined total of eight units.

Journalism Program Learning Outcomes

- Exhibit effective research and reporting practices
- Display strong interpretive, analytic, and critical thinking skills.
- Communicate ideas clearly and accurately in forms appropriate to the purpose, medium, and audience.

- Employ appropriate ethical and legal standards and professional codes in their service to their communities and cultures.

Class Learning Outcomes

Students who complete WRI217 will be able to:

- produce (application, synthesis) a professional yearbook that complements the mission of PLNU
- employ (application, synthesis) the practices of reporting, writing, editing, photography, and publishing in order to produce that yearbook
- collaborate (synthesis) with others to accomplish the shared task of bringing a publication to completion
- evaluate (evaluation) the importance of various events in light of the demands of audience, deadline, access to information, and material publication concerns
- ensure (application) a means of student expression and publication on the PLNU campus.

Staff Member Expectations and Responsibilities

- Attend all meetings and share responsibility in the production, sale and distribution of yearbooks.
- Cover all assigned beats in an effective manner.
- Meet all deadlines.
- Complete all work correctly, thoroughly, creatively and within AP Style Guidelines.
- Rewrite and self-edit assignments when asked to do so.
- Contribute to a positive staff morale and exhibit a constructive attitude. Respect others.
- Contribute ideas and suggestions to enhance the yearbook's quality.
- Show commitment to excellence by being dependable.
- Demonstrate the principles of responsible, ethical journalism.
- Exhibit a Christian attitude of service in the contribution of one's talents and gifts to the body of believers and its mission.

Staff Editor Expectations and Responsibilities

In addition to staff member responsibilities, all editors and assistant editors are expected to:

- Demonstrate dedication, responsibility and leadership with regard to the Mariner and its staff.
- Hold all staff members accountable and exhibit integrity when distributing grades.
- Maintain leadership, organization and progress in given section.

Copy Editor Responsibilities

- Assigns and edits stories by other staff members and writes and edits stories as well.
- Works with the layout and photo editors to determine photos and stories needed.
- Works with the advisor to train staff members in developing and writing effective stories.
- Works with staff members to create, improve, edit, and complete stories.
- Works with the editor-in-chief to assign various draft due dates to ensure final deadlines are met.
- Enforces deadlines.
- Helps with layout of finished stories.
- Proofs pages, correcting mistakes, incorrect page numbers, etc.
- Meets weekly with editorial team and with copy staff members.
- Be willing to meet on extra days, such as weekends, on an as needed base.

Photography Editor

- Assigns and edits photos and photo credits by other staff members and takes and edits photos as well.
- Works with the layout and copy editors to determine photos and stories needed.
- Works with the advisor to train staff members in taking effective photos.
- Works with staff to create, improve, edit, and complete photos that help tell stories.
- Works with the editor-in-chief to assign various photo due dates to ensure final deadlines are met.
- Enforces deadlines.
- Helps with editing and layout of finished stories.
- Proofs pages, correcting mistakes, eliminating duplicate photos.
- Meets weekly with editorial team and with photo staff members.
- Be willing to meet on extra days, such as weekends, on an as needed base.

Business/Senior Ads Editor

- Creates ways to sell past/current yearbooks and leads sales efforts.
- Lays out and designs senior and business ads.
- Takes inventory of past yearbooks, organizes them, and handles recycling.
- Sells yearbooks from past years by contacting alumni.
- Sells yearbooks to freshman/current students.
- Helps current students reserve this year's books.
- Markets and sells ads to seniors, parents, and businesses. (Advertises)
- Meets weekly with editorial team and with copy staff members.
- Be willing to meet on extra days, such as weekends, on an as needed base.
- Good communication skills a must as they will be contacting groups on campus.
- Works with layout and copy editors to assign pages and due dates for ads.
- Works with editor-in-chief to assign advertising due dates based on overall due dates.

Grading

Semester progress will be moderated by student editors. All work will be graded on quality using a plus/check/minus/zero system. Lateness and effort will be taken into account.

Plus: Staff member has completed work thoroughly and creatively and has gone above and beyond the effort required. Work was turned in on time.

Check: Staff member has turned in satisfactory work on time.

Minus: Staff member has either failed to turn in work on time or has turned in work of less-than-satisfactory quality.

Zero: Staff member did not turn in work.

The advisor will assign a final grade in consultation with the editors and student self-evaluations. The grade is based on the student's consistency and improvement in the skills and traits highlighted in this document.

News Awareness

While a member of this class, you will be treated as a journalist. Get into the flow of news. A journalist should have a basic general knowledge of current events. Be able to identify the major players in the major news stories. Currents events questions could be a part of our quizzes. Be prepared by knowing what's happening in national politics, state news, entertainment, business, international events, etc.

Conduct

When interacting with news sources, act in a professional manner at all times whether in person, through the Internet or over the phone. This includes dressing appropriately for meetings. Your behavior and appearance reflect on our school.

LJML Departmental Mission Statement

Welcome to the Department of Literature, Journalism and Modern Languages. Embodying the core values of a Christian liberal arts education in the Wesleyan theological tradition, and focusing on the power of language and story to shape us and our world, the LJML Department and programs will provide students with knowledge, skills, and experiences to equip them to understand, interpret, analyze, evaluate, and create texts as linguistic and/or artistic expressions of diverse human experiences. We value reading, writing, researching, speaking, and discussing as profound means of participating in the redemptive work of God in all of creation. The following document will provide you with the information sources and information guidelines to University and Departmental policies that apply to all courses taken in this Department.

Final Exam Policy

Successful completion of this class requires taking the final examination on its scheduled day. No requests for early examinations or alternative days will be approved.

PLNU Copyright Policy

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the U.S. Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU Academic Honesty Policy

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies for definitions of kinds of academic dishonesty and for further policy information.

PLNU Academic Accommodations Policy

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at DRC@pointloma.edu. See [Disability Resource Center](#) for additional information.

PLNU Attendance and Participation Policy

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report, which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See Academic Policies in the Undergraduate Academic Catalog.

WRI250 Attendance Policy

Missing a class means losing points for attendance, participation and in class work. If you must miss a class for a valid reason (illness, family emergency, school activity, etc.) then documentation will be required.

If you miss an in-class exercise for an unexcused absence, you will be given a zero. There are no makeups for much of the in-class work.

Tardiness disrupts the class environment and hinders your own learning. If you arrive after the role has been sent around for everyone to sign in, you'll be docked half of an absence. You will also lose half credit for class attendance any day you leave early.

Articles and links will be posted on Canvas related to our discussions throughout the semester. You will be responsible for knowing the material for tests and completing any assignments given out any day you miss.

WRI250 Participation Policy

This course requires your active involvement. If you want to learn as much as possible, you should come to class ready to initiate ideas, share relevant experiences, reflect on what others say, and discuss the readings, videos, etc. Strive to see other points of view and consider them critically. As a member of this class you are expected to be respectful toward others and their views, even when they radically oppose your beliefs. Listen respectfully to others but don't shy away from expressing your own ideas. Don't be afraid to wade in and soak up all you can.

I'll be asking your opinion on some controversial issues. I don't want you to simply reflect back what you believe I already think. I want to hear your own opinion. Be ready to not only explain but also defend your positions.

Public Discourse

Much of the work we will do in this class is cooperative, by nature of the class discussions and general feedback given to written work and/projects; thus you should think of all your writing and speaking for and in class as public, not private, discourse. By continuing in this class, you acknowledge that your work will be viewed by others in the class. Thinking of our class work as public and shared also gives us the chance to treat one another with gentleness and compassion.

Inclusive Language

Because the Literature, Journalism, and Modern Language department recognizes the power of language, all public language used in this course, including written and spoken discourse will be inclusive. This standard is outlined by all major academic style guides, including MLA, APA, and Chicago, and is the norm in university-level work.

Diversity Statement

Point Loma Nazarene University is committed to diversity in the classroom, in its publications and in its various organizations and components. Faculty and staff recognize that the diverse backgrounds and perspectives of their colleagues and students are best served through respect toward gender, disability, age, socioeconomic status, ethnicity, race, culture and other personal characteristics. In addition, the department of Literature, Journalism, and Modern Languages is

committed to taking a leadership position that calls for promoting a commitment to diversity in and out of the classroom and in the practices of writing, journalism, and the study of literature and languages.

FERPA

In compliance with federal law, neither PLNU student ID nor social security number should be used in publically posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (each faculty member choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See [Policy Statements](#) in the undergrad student catalog.

Flexibility

The aforementioned requirements, assignments, policies, evaluation procedures, etc., are subject to change. Students' experiences and needs, as well as emerging knowledge, will be considered in modifying this course syllabus.

Disclaimer

This syllabus is subject to change at the discretion of the instructor and does not constitute a contractual agreement between the student and the instructor or Point Loma Nazarene University.