

**Point Loma Nazarene University**  
**WRI217 Yearbook Workshop**  
**Spring 2015**

**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 (to be determined)

**Advisor**

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**Editor in Chief**

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**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.

## **Class Objectives**

- To put out the best yearbook possible, accurately representing the school year and all the activities and people involved.
- To gain hands-on experience in producing a publication in the areas of writing, photography, design, editing, marketing and interpersonal/organization communication.

## **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.

### **Editor/Assistant 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.

### **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.

### **LJML DEPARTMENT 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.

## **FERPA (FERPA stands for Family Educational Rights and Privacy Act)**

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.

## **Academic Honesty**

The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of university life. Any violation of the university’s commitment is a serious affront to the very nature of Point Loma’s mission and purpose.

Violations of academic honesty include cheating, plagiarism, falsification, aiding academic dishonesty, and malicious interference.

**Cheating** is the use of unauthorized assistance that results in an unfair advantage over other students. It includes but is not limited to: Bringing and/or using unauthorized notes, technology or other study aids during an examination; looking at other students’ work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; allowing another person to do one’s work and submitting it as one’s own; submitting work done in one class for credit in another without the instructor’s permission.

**Plagiarism** is the use of an idea, phrase or other materials from a source without proper acknowledgment of that source. It includes but is not limited to: The use of an idea, phrase, or other materials from a source without proper acknowledgment of that specific source in a work for which the student claims authorship; the misrepresentation and/or use of sources used in a work for which the student claims authorship; the use of papers purchased online as all or part of an assignment for which the student claims authorship; submitting written work, such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent.

**Falsification** is the alteration of information or forging of signatures on academic forms or documents. It includes but is not limited to: using improper methods of collecting or generating data and presenting them as legitimate; altering graded work and submitting it for re-grading; falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, recommendations, letters of permission, transcripts

or any other university document; misrepresenting oneself or one's status in the university.

**Aiding academic dishonesty** is assisting another person in violating the standards of academic honesty. It includes but is not limited to: Allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of academic honesty policies; providing false information in connection with any academic honesty inquiry.

**Malicious intent** is misuse of academic resources or interference with the legitimate academic work of other students. It includes but is not limited to: removing books, journals or pages of these from the library without formal checkout; hiding library materials; refusing to return reserve readings to the library; damaging or destroying the projects, lab or studio work or other academic product of fellow students.

A student remains responsible for the academic honesty of work submitted in PLNU courses and the consequences of academic dishonesty beyond receipt of the final grade in the class and beyond the awarding of the diploma. Ignorance of these catalog policies will not be considered a valid excuse or defense. Students may not withdraw from a course as a response to a consequence.

### **Response Procedure**

The following response procedure is recommended to faculty who discover a violation of academic honesty:

- 1. Fact-finding:** The faculty member should attempt to speak or otherwise communicate informally with the student as a first step.
- 2. Communication of Consequence:** Once the violation is discovered, the instructor should send a written communication to the student regarding the incident and the consequences. Instructors can give students an "F" on a specific assignment or an "F" in the course as a consequence of violations of academic honesty.
- 3. Internal Communication:** The instructor should send a report of the incident to the department chair or school dean, the college dean, the Vice President for Student Development and the Vice Provost for Academic Administration. The report should include a description of the violation, the action taken, and evidence of the violation. The official record of the incident is maintained by the Office of the Vice President for Student Development.
- 4. Further action:** Prior instances of misconduct under this or other student conduct policies should be considered in determining disciplinary action for a present violation. As the Vice President for Student Development and the appropriate college dean consult, if additional action seems necessary it would be taken after consultation with the reporting instructor and communicated in writing to the student. Depending upon the seriousness of the incident or pattern of incidents, further actions can include probation, suspension or expulsion.

## **Appeal Procedure**

The following appeal procedure should be used by a student who wishes to appeal consequences associated with a finding of academic dishonesty:

- 1. Instructor:** The student should present a written appeal of the penalty to the instructor involved. The instructor should respond in writing, with a copy of the response also sent to the department chair.
- 2. Department Chair or School Dean:** In the event that satisfactory resolution to the appeal is not achieved between the student and the instructor, the student may submit the appeal in writing to the department chair or school dean, who will review the appeal and send a written ruling to the student and instructor.
- 3. College Dean:** Student appeals not resolved at the departmental or school level should be taken to the appropriate college dean for review. The college dean will review the appeal and send a written ruling to the student, instructor and department chair or school dean.
- 4. Administrative Committee:** Student appeals not resolved at the college dean level can be submitted to an administrative committee including an academic administrator of the student's choice, the Provost or a designee, the Vice Provost for Academic Administration, and the Vice-President for Student Development or a designee. The appeal decision reached by this committee is final.

Revision based on review academic honesty policies at Purdue University, University of Notre Dame, Wheaton College, Azusa Pacific University and The University of Rochester. Definitions based on those at The University of Rochester and used by permission.

## **LJML ACADEMIC HONESTY POLICY**

The LJML Department deems intellectual and academic integrity critical to academic success and personal development; therefore, any unethical practice will be detrimental to the student's academic record and moral character. Students who present the work of others as if it were their own commit plagiarism. Presenting another's work as one's own includes, but is not limited to, borrowing another student's work, buying a paper, and using the thoughts or ideas of others as one's own (using information in a paper without citation). Plagiarized work will result in a failing grade for the assignment and possibly for the course. In either event, a written report will be filed with the department chair and the area dean. The dean will review the report and submit it to the Provost and the Vice President for Student Development. It will then be placed in the student's academic file.

## **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.

### **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.

### **Academic Accommodations**

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual learning needs of the student. This policy assists the University in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with disabilities and guarantee all qualified students equal access to and benefits of PLNU programs and activities.

Students have the right to appeal decisions regarding academic accommodations. In order to provide prompt and equitable resolution, the student must submit a written or verbal statement to the Director of Academic Advising who will conduct the appeal process in consultation with the Vice President for Student Development.

## **Final Examination Policy**

Final Examinations are the culminating learning event in a course, and they are scheduled to take into account all the different courses and departments across the university. The exam schedule varies from year to year. The final examination schedule is posted on the Class Schedules site. You are expected to arrange your personal affairs to fit the examination schedule. In the rare case that you may be scheduled for more than three (3) final examinations on the same day, you may work out an alternate time for one of your exams with your professors. This is the only university-sanctioned reason for taking a final exam at a time other than the officially scheduled time for the exam. Please confirm your final examination schedule the first week of classes, and schedule those exam times into your daily planners and calendars now. If you find that your final exam schedule is the one described above, please meet with your professors as soon as possible so that they may help you to make alternative arrangements for taking your exams. Department chairs/school deans and college deans need not be involved in the process of making this accommodation.

## **MAINTAINING CLASS SCHEDULE VIA ONLINE REGISTRATION**

Students must maintain their class schedules. Should a student need arise to drop a course, they are responsible to drop the course (provided the drop date meets the stated calendar deadline established by the university) and to complete all necessary official forms (online or paper). Failing to attend and/or to complete required forms may result in a grade of F on the student's official transcript.

## **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.