

## **WRI 345: EDITING • Fall 2016 Syllabus • Directed Study**

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### **PLNU MISSION STATEMENT: To Teach. To Shape. To Send.**

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.

### **LJML DEPARTMENT MISSION STATEMENT**

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.

### **COURSE DESCRIPTION AND PREREQUISITES**

#### **WRI 345 - Editing (3 units)**

Designed to develop the student's ability to improve and clarify all forms of written expression. Genres include newspapers, magazines, books, internet, as well as other forms of story telling. Offered fall semester only. Prerequisite(s): WRI 250.

### **PROGRAM LEARNING OUTCOMES**

*Students who complete the program in Journalism will be able to:*

- ❖ 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.

### **COURSE LEARNING OUTCOMES**

*Students who complete WRI345 will be able to:*

- ❖ Demonstrate a mastery of grammar, spelling and other basic language skills;
- ❖ Demonstrate the ability to improve their own writing and the writing of others through effective and appropriate editing;
- ❖ Articulate the roles and tools editors employ in various forms of editing common in the industry;
- ❖ Understand the legal ramifications inherent in the practice of editing.

### **REQUIRED TEXTS (Purchase, download, borrow, rent, share, or go to the RL reserve shelf)**

**TAE** – *Think Like An Editor*, 2<sup>nd</sup> Edition, Steve and Emilie Davis, © 2014 (ISBN 1133311377)

**WWW** – *Working with Words*, 8<sup>th</sup> Edition, Brian Brooks, James Pinson, Jean Gaddy Wilson, © 2013 (ISBN 1457604930)

**EXB** – Exercise Book for *Working with Words*, Brian Brooks, James Pinson, Jean Gaddy Wilson, © 2012 (ISBN1457607409)

## SUGGESTED TEXTS

**APS** – *AP Stylebook*. Access to the most current online or print edition is fine.

**NITN** – *Numbers in the Newsroom: Using Math and Statistics in News* by Sarah Cohen (Ed. 2) ([store.ire.org/collections/books](http://store.ire.org/collections/books))

## COURSE GRADING | GRADE BREAKDOWN

Topical literacy / deep reading (R&Rs and EQs)	25 percent
Skills practice (grammar exercises, editing exercises)	25 percent
Skills application / proficiency (GQs)	25 percent
Semester assessment (comprehensive final exam)	15 percent
Engagement (attendance, participation)	10 percent

## GRADE CALCULATION (Expressed in percentages)

<b>A</b>	95-100	<b>B+</b>	87-89	<b>C+</b>	77-79	<b>D+</b>	67-69
<b>A-</b>	90-94	<b>B</b>	84-86	<b>C</b>	74-76	<b>D</b>	64-66
		<b>B-</b>	80-83	<b>C-</b>	70-73	<b>D-</b>	60-63

## ATTENDANCE POLICY

Ten percent of your course grade is based on attendance and participation. **In order to avoid losing attendance points, you may not have more than two (2) unexcused absences or four (4) total absences of any kind in the entire semester.** Yes, that counts for official school business as well, as if you make a decision to do an activity that keeps you out of class for the total equivalent of two weeks, you should reconsider your schedule.

## EXTRA CREDIT POLICY

Extra credit is a privilege, not a right, to students who are participating fully in class and turning in their assignments, but need to improve their grades because they fell short a couple or more times and are actively trying to improve and correct their performance. Therefore, in order to qualify for extra credit, **you may not be missing any major assignments at the time of engaging in extra credit, and you may not have more than two (2) unexcused absences or three (3) total absences of any kind in the entire semester. In addition, you must have at C+ average (77% or higher) at the end of the semester for your extra credit to apply.** These terms can change at any time.

## DISCLOSURES AND FINE PRINT

### Public discourse

By continuing in this class, you acknowledge that your work may be viewed by others in the class. Unless students opt-out in writing, their work, such as final drafts of stories, research or analysis may be incorporated into instruction. Some 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.

### 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.

## **FERPA policy** (Family Educational Rights and Privacy Act)

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (Note: each faculty member should 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.

## **Academic accommodations**

While all students are expected to meet the minimum academic standards for completion of their courses as established by the instructors, students with special needs 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 contacts the student's instructors and provides written recommendations for reasonable and appropriate accommodations to meet the individual 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 special needs and guarantees all qualified students equal access to the 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.

## **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.**

### **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.

### **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. **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.**

### **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.