

Syllabus & Staff Manual

JRN2017: *The Mariner Yearbook Workshop*

Point Loma Nazarene University

Fall 2020 ◦ 1 unit

Staff meetings: Mondays, 5:00-5:50 p.m. on Zoom

Contacts:

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Social Media:

- Facebook: PLNU Mariner Yearbook
- Instagram: themarinerplnu

PLNU Mission

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 is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

Writing for publication. Includes one or more of the following: planning and design, writing and editing, photojournalism, production and distribution.

Our goal is to shape this media from a student's perspective so that our campus yearbook reflects both individual and shared experiences at PLNU this academic year. Through our unique book, we aim to represent and reflect our entire student body and our love for Christ and our community.

COURSE LEARNING OUTCOMES

In this course, you will:

- Create a student yearbook that represents life as part of the PLNU community in the academic year

- Collaborate with other students across disciplines of writing, editing, design, photography and marketing
- Understand the process of print publication

Code of Conduct:

- We seek to reflect Christ in all aspects of our yearbook work in the PLNU community, with each other, and through what we produce in words and images.
- *The Marineris* is a professional publication and is a direct representation of PLNU.
- Journalistic ethics and integrity are a vital part of what we do. Plagiarism and/or copyright fraud is prohibited and may trigger academic discipline.

ASSIGNMENT FOLDERS

All yearbook files will be shared via Google Drive.

COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 1 unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 37.5 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

EXPECTATIONS, ASSESSMENT AND GRADING

Typical Time Expectations:

- Approximately 2 to 3.5 hours per a week
- Weekly staff meetings (1/2 to 1 hour)
- Campus event coverage, writing and/or shooting photos*

*Pending campus reopening for in-person learning and on-campus housing. Otherwise, we'll cover events, clubs, meetings, campus life (e.g., chapel), etc. virtually.

Weekly Graded Assessments:

- Attendance/participation in weekly meeting (Mondays, 5 p.m.)
- Online student discussions
- Weekly writing, photography or marketing-related assignments, posted in Canvas. Students enrolled in JRN 2017 are expected to [1] attend staff meetings or make documented alternative meetings with editors if there is a conflict and [2] contribute enough content/material to fill eight (8) pages of the designed yearbook.
- Alternatives to content submission (e.g., marketing/selling yearbooks, selling senior ads, etc.) will be approved on a case-by-case basis.

- The class will be graded:
 - 70% Yearbook Contributions
 - 20% Participation/Attendance
 - 10% Online Discussions

A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US 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

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of 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. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards

will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#)

USE OF TECHNOLOGY

Since most courses will have online components, in order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact student-tech-request@pointloma.edu.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.