

JRN 3045: EDITING | FALL 2020 SYLLABUS

Department of Literature, Journalism, Writing, and Languages

M & W: 6:00–7:15 p.m. | BAC 155 | 3 units

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Office Hours: 5 p.m. Wednesdays (on Zoom) and by appointment

Final Exam: Monday, Nov. 30, 7:30 p.m.

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 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.

LJWL DEPARTMENT MISSION STATEMENT

Welcome to the Department of Literature, Journalism, Writing, & 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 LJWL 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.

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, Writing, & 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.

INCLUSIVE LANGUAGE

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

COURSE DESCRIPTION AND GOAL

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 storytelling.

This class is designed to teach the fundamentals of editing for a variety of print and digital media, from newspaper articles to infographics to social media posts. It intends to teach best practices for editing any type of material with the intention of equipping you to be a successful editor regardless of your area of expertise. It will focus on practical applications intended to prepare you for your future careers in journalism or writing. To accomplish this goal, we will learn by doing.

COURSE LEARNING OUTCOMES

After completing this course, you will be able to do the following:

- Apply the fundamental principles of being an effective editor
- Demonstrate mastery in grammar, spelling, style and writing
- Improve the quality of your own and others' writing
- Recognize errors in a variety of written material types
- Exercise your role as an editor by utilizing tools common in the industry

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 three-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 112.5 total hours meeting the course learning outcomes. The weekly time estimations are provided in the Canvas modules.

CORE VALUES

Respect, kindness and openness are essential to making our time together effective. We will value all opinions, points of view, writing styles and genres. We will treat all with kindness, and craft our comments or critiques carefully with thoughtful consideration. We will be open to feedback. We will not be defensive or closed off. We will be motivated to grow and improve, and we will support each other in our common goal. This will be a public discourse and safe environment.

REQUIRED TEXTBOOKS AND SOFTWARE

Students will need two textbooks:

- *The Associated Press Stylebook 2020-2022 and Briefing on Media Law*, published by Hachette Book Group, June 2020. (Note: You may also use the 2019 or 2018 editions of *The AP Stylebook* if you already have one from a previous class.)
- *The Artful Edit: On the practice of editing yourself* by Susan Bell, published by W.W. Norton, 2007.

For several assignments and exercises, students will also need Microsoft Word (not just Google Docs). If you don't already have the software, you can go to the website help.pointloma.edu and use the Knowledge Base Tab. Or you can switch to a virtual desktop through view.pointloma.edu. Please let me know if you need more information to gain access to the Microsoft Office Suite.

USE OF TECHNOLOGY

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, you are required to have headphone speakers compatible with your computer available to use. If you're 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.

CLASS SCHEDULE & ASSIGNMENTS

Due to the hybrid and distance-learning modalities being used in this academic year, the content of the course schedule and assignments will be posted in Canvas modules, and they are subject to change as we go through the semester.

GRADING BREAKDOWN

- Assignments (including presentations): 20%
- Final exam: 20%
- Midterm: 15%
- In-class participation/exercises: 20%
- Quizzes: 10%
- Online discussion engagement: 15%

A: 93 – 100	C: 73 – 76
A-: 90 – 92	C-: 70 – 72

B+ : 87 – 89	D+ : 67 – 69
B : 83 – 86	D : 63 – 66
B- : 80 – 82	D- : 60 – 62
C+ : 77 – 79	

INCOMPLETES AND LATE ASSIGNMENTS

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

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.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. The final examination schedule is posted on the [Class Schedules](#) site. 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

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) allow PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 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.

CLASS ATTENDANCE POLICY

Be on time, even virtually. Be present and engaged. Timeliness and attendance speak volumes about how much you care. If something comes up, please communicate with me in advance if you are going to miss class or have to leave early for some reason. Keep in mind that 20 percent of your course grade is tied to participation (including attendance) and in-class exercises.

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](#)