

# Syllabus & Staff Manual

## JRN 2017: *The Mariner Yearbook Workshop*

Point Loma Nazarene University

Fall 2021 ◦ 1 unit

**Staff meetings:** Wednesdays, 4:45-5:45 p.m. in yearbook room (BAC bottom floor)

### 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 Mariner* 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.

**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

**Weekly Graded Assessments:**

- Attendance/participation in weekly staff meeting (Wednesdays, 4:45 p.m.)
  - Students enrolled in JRN 2017 are expected to attend staff meetings or make documented alternative meetings with editors if you have a conflict
- Weekly writing, photography or marketing-related assignments:
  - Students enrolled in JRN 2017 are expected to contribute enough content/material to fill eight (8) pages of the designed yearbook.
  - Assignment topics will be approved by the editor-in-chief and drafts of articles will be submitted to the editor-in-chief using the Google Drive platform.
- 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
  - 30% Participation/Attendance

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
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. Incompletes will only be assigned in extremely unusual circumstances. Not hearing back from a source is not an acceptable reason to miss an assignment—this is why we emphasize reaching out to multiple sources for multiple stories at once. Turning an assignment in late can affect the entire yearbook team as well as the team's ability to meet printer deadlines.

## **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**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester. PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course. Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

### **PLNU ATTENDANCE AND PARTICIPATION POLICY**

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, 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.