

Syllabus: J315

Course Description:

An intermediate course covering essential skills required of an editor.

Prerequisite: J115

Objectives:

Editing: Learn to edit copy for correct grammar, usage, spelling and punctuation.

AP Style: Learn to apply style guides appropriately.

Packaging: Learn to organize stories sensibly and to understand how words, numbers and images work together to form a coherent package.

Infographics: Learn how to translate statistics into understandable graphs and charts.

Critical Thinking: Learn to recognize problems and missing information in stories and to ask appropriate questions. Learn to be a more critical consumer of news and information.

Computer Production:

Expand upon the skills learned in J115.

Standard Policies

All students shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student's Guide Handbook, Policies and Procedures, Conduct.

The university will not condone plagiarism in any form. Any student who submits another's work as their own will receive an F in the course. A second offense, in any journalism course, will result in the student being expelled from the department.

Attendance

- Three unexcused absences will cost you a letter grade overall. For an absence to be excused, you must turn in a written note from someone in authority. You must also supply their phone number for confirmation.

After four unexcused absences, you will be dropped from the class.

- Excusable absences:
 - (a) participation in a required/authorized University activity;
 - (b) verified illness;
 - (c) death in a student's immediate family;
 - (d) obligation of student at legal proceedings in fulfilling responsibility as a citizen.
- Three tardies will equal one unexcused absence. If you are not present for roll call, you will be marked absent. It is *your* responsibility to see me after class to change the absence to a tardy.

Class Rules

- Your mother is not enrolled in this class. Keep your work area clean and organized both around and in the computer.
- Keep your fingers off the monitors! Make sure they are clean before class starts; if not, clean it. If it's dirty *after* class, points will be taken.
- Quit all applications at the end of class. Put the computer to sleep on Mondays, shut it down on Wednesdays.
- No food or drink in the lab.
- Cell phones must be silenced and out of sight before class starts.
- At no point are you to access the internet in class unless specifically directed. First offense: you will be asked to leave class immediately and you will be marked absent. Second offense: you will be dropped from the class.
- Always use Safari (Internet Explorer will lock up the computer).

Evaluation

- Your final grade will be based on accumulated points earned.

Written work: Assignments, exercises, quizzes & tests	40%
Computer Production	40%
Final notebook	10%
Organization, neatness, class participation	10%
- Deadlines are critical in this industry. A missed deadline will cost you a letter grade on the assignment.
- Makeup quizzes and tests available only if the absence is excused.

Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

If you have a disability requiring an accommodation, please contact:
 Office of Student Disability Resources and Services
 Texas A&M University-Commerce Gee Library, Room 132
 Phone 903-886-5150 or 903-886-5835 · Fax 903-468-8148
StudentDisabilityServices@tamuc.edu