

## Comm 422

Class meetings: 9:30-11:18 T, Th in JR 342

Winter 2009

### Instructor information

Janessa Castle

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Cell: 614-595-9391

Office: 211H

Office hours: T, Th after class-12:15 or by appointment

### Undergraduate TA

Sarah Thompson

Email: [thompson.1489@osu.edu](mailto:thompson.1489@osu.edu)

Office hours: by appointment

\*\* You will correspond with Sarah about missing classes/assignments/quizzes/etc. Please cc me on e-mails.

### Required materials

*Associated Press Stylebook and Briefing on Media Law*. 2008 preferred.

Access to Carmen – where our “course pack” can be found

Email account you check **DAILY**

Subscription to *The Washington Post*, *The Columbus Dispatch* and *The Lantern* daily headlines emails (this is free)

### Other useful materials

Kessler & McDonald (2004). *When Words Collide* (6<sup>th</sup> ed.). Wadsworth. ISBN: 053456206X

Stovall & Mullins (2006). *The Complete Editor* (2<sup>nd</sup> ed.). Boston, MA: Allyn and Bacon. ISBN: 0205434630

### Students with disabilities

Any student who feels the need for an accommodation based on the impact of a disability should contact me privately to discuss your personal needs. To coordinate accommodations, or if you have any questions about physical, mental or other disabilities and want more information, please contact the Office of Disability Services at [www.ods.ohio-state.edu](http://www.ods.ohio-state.edu) or call 614-292-3307 in Pomerene Hall Room 150.

### Course overview

The objective of this course is to teach you the principles of copy editing. The material you will learn in this course will also aid you in your writing. This class will give you a better understanding of the English language, which will help you in any of your career endeavors.

You will notice in the course schedule at the end of this syllabus that the beginning of the quarter is lecture-focused. We will be discussing news writing and reporting basics, grammar, punctuation, parts of speech, sentence structure, style, headline writing, graphics, and page design and layout. I have designed the course with the lectures concentrated in the first half of the quarter because you will be copy editing for *The Lantern* in the second half of the quarter.

### Course Assignments

- A. Assignments:** Because of the nature of the material covered in this course, we will have opportunities for “practice” on in-class or out-of-class assignments. Please look at the feedback I (or the TA) provide on these assignments as it might help you for the midterm, *Lantern* shifts and the final project.
- B. AP /Lantern style quizzes:** If you have taken a journalism course before, you are probably familiar with the *Associated Press Stylebook*. You will be allowed to use your *AP Stylebook* on the quizzes. These quizzes will also include mistakes according to the *Lantern* stylebook. The schedule for the quizzes and the breakdown of letter ranges can be found in the course schedule at the end of this syllabus.

You will get one FREE make-up quiz. You need to contact me /the TA before the end of the class period to schedule the make-up quiz. When you use your freebie, I don't need to know

why you missed class. However, if you miss any more than the one freebie, I will need an excuse (doctor's, etc.) before you can make up the quiz.

- C. Story mistakes:** You will need to read newspapers to find copy editing mistakes. These can be from any published newspaper (including *The Lantern*). You can use the online version of the paper, but remember that it must be from a site that also has a printed newspaper. You will correct the mistake(s) on each story, put your name on the top and turn them in to me. You can turn them in throughout the quarter and must have all of them in by the last day of class. You need to find 20 mistakes throughout the quarter – and those can be in one story, in 20 different stories or anything in between.
- D. Practice edits:** You will do practice edits on news stories. Some will be group edits and some will be individual. This will help prepare you for your editing shifts and give you practice on the lecture material. You can find the schedule for practice edits on the course schedule.
- E. Current events quizzes:** We will have current events quizzes in class periodically (see course schedule for dates). The quizzes will cover news from the previous week from the outlets listed in the “required materials” on this syllabus (i.e., *Washington Post*, *Columbus Dispatch* and *The Lantern*).
- F. Editing shifts:** We will be doing editing shifts inside the classroom and also at *The Lantern*. We will have two editing shifts in the classroom. You will also do one two-hour editing shift in the newsroom. Details to follow.
- G. JEOPARDY questions and participation:** We will be playing AP/Lantern style JEOPARDY the last day of class. You will submit eight JEOPARDY questions and answers. Part of your grade for this assignment will be participation in the JEOPARDY game on the last day of class. The due date for questions/answers is on the course schedule.
- H. News story:** You are required to write one news story for this class. Honing your skills as a writer will help in your career goals no matter what you want to do. You will submit two ideas during Week 2. Your story will be due NO LATER THAN WEEK 8.
- I. Midterm:** The midterm will cover all assigned readings, handouts, lectures, class discussions and anything else covered in class. We will have an optional review session and I will hand out a review sheet one week before the midterm.
- J. Final project:** You will not have a final exam because of the way I have structured the course. Instead you will have a final project that will be due the last day of class. For the final project, you will be critiquing an issue of *The Lantern*. Issue dates will be randomly assigned in class. You will be required to turn in a typed report of your critique and a marked-up copy of your *Lantern*. I will discuss this in class and will post more information on Carmen.

#### **Point breakdown**

- A. Assignments** – 17% (170 points) of total grade. There will be three large assignments, each worth 30 points, and four small assignments, each worth 20 points.
- B. AP/Grammar quizzes** – 15% (150 points) of total grade. There are five quizzes total so each quiz is worth 20 points.
- C. Current events quizzes** – 5% (50 points) of total grade. There are five quizzes so each is worth 10 points.
- D. Story mistakes** – 2% (20 points) of total grade.
- E. Practice edits** – 4% (40 points) of total grade. There are four practice edits so each is worth 10 points.
- F. Editing shifts** – 15% (150 points) of total grade. There are four shifts therefore each shift is worth 50 points.
- G. JEOPARDY questions and participation** – 1% (10 points).
- H. Story ideas** – 1% (10 points). You will turn in two ideas so each is worth five points.

- I. News story – 10% (100 points)
- J. Midterm – 15% (150 points)
- K. Final project – 15% (150 points)
- TOTAL = 1000 points**

**Course grading scale**

1000-940=A	779-740=C
939-910=A-	739-710=C-
909-880=B+	709-680=D+
879-840=B	679-640=D
839-810=B-	639 and below=E
709-780=C+	

**My policies/rules/expectations**

- A. I do expect you to be in class every session, but I do understand things come up (trust me, I have two kids...).
- B. Make-ups will be given for assignments and exams if you have proper documentation for your absence. I expect you to contact the undergraduate TA and me before the missed assignment/exam/quiz to inform us of your absence. In some cases it might not be possible for you to inform us prior to the missed assignment/exam/quiz, but I do expect for us to be contacted as soon as possible. You can make up ONE AP/Lantern quiz without documentation per quarter (see more information above). Our TA will keep track of absences and make-ups.
- C. If you are confused in this class, please let me or the TA know ASAP. When learning/re-learning grammar it is very important that you understand each subject. Each lecture will build on the previous lecture. If you are confused or need something clarified, chances are others feel the same way. PLEASE ASK ANY QUESTIONS YOU HAVE.
- D. I do NOT accept assignments via e-mail. E-mails have been “lost” in email world, so in order to combat cyber-space problems before they occur, I just do not accept assignments electronically.
- E. Late assignments will be accepted, but 10% will be deducted for each day an assignment is late (not including Saturday and Sunday).
- F. I will e-mail the class for special announcements such as class cancellations, news articles, clarifications, updates, etc.
- G. Please e-mail the undergraduate TA and cc me re: class issues. The undergrad TA will be keeping track of late assignments, missed quizzes, etc. I need to be copied on the e-mails, but you will deal with the TA mostly for such issues.

**Academic integrity**

Duplicating work, plagiarism and fabrication of information are all serious academic offenses. These practices are ethical and professional violations within the field of journalism. Do not fake sources. Do not use the same information for two assignments, classes or stories. Do not change quotes or lift wording from sources without quoting or attributing.

The Ohio State University and the Committee on Academic Misconduct expect that all students have read and understand the University’s *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow rules and guidelines established in the University’s *Code of Student Conduct* and this syllabus may constitute “academic misconduct.” Ignorance of the code is never considered an excuse for academic misconduct. If I suspect that a student has committed academic misconduct in this course, I am obligated by the University rules to report my suspicions to the Committee on Academic Misconduct. Sanctions could include a failing grade in this course and suspension or dismissal from the university. If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me or see the Committee on Academic Misconduct Web page ([oaa.osu.edu/coam.home.html](http://oaa.osu.edu/coam.home.html)).

**Class schedule**

Additional readings and/or handouts might be given in class. Lectures will be posted on Carmen before class. It will be beneficial for your learning if you read through the lectures before coming to class. Be

prepared for class. This syllabus can be changed or modified as needed. Announcements will be made in class.

<b>Week</b>	<b>Date</b>	<b>Class</b>	<b>Homework</b>
<b>1</b>	T 1/6	*Course overview *Syllabus *Introductions *The role of the copy editor *News editing quiz (not for points)	Read "Perfect copy editor": <a href="http://www.poynter.org/content/content-view.asp?id=5438">http://www.poynter.org/content/content-view.asp?id=5438</a>
	Th 1/8	*Lecture: Newswriting basics review; macro editing; the role of the copy editor *Editing news stories *Editing symbols *Overview of AP Stylebook and APstylebook.com *Into to AP entry of the day *Discuss "Perfect copy editor"	Read "Personal responsibility": <a href="http://www.poynter.org/content/content-view.asp?id=5462">http://www.poynter.org/content/content-view.asp?id=5462</a>
<b>2</b>	T 1/13	*Practice AP/Lantern quiz <b>*Practice edit 1</b> <b>*Assignment #1 (small)</b> *Discuss "Personal responsibility"	Read "Traditional skills needed for online outlets": <a href="http://poynter.org/column.asp?id=31&amp;aid=113270">http://poynter.org/column.asp?id=31&amp;aid=113270</a>
	Th 1/15	*Lecture: Micro editing – parts of speech <b>*AP/Lantern QUIZ 1(A-E)</b> <b>*Practice edit 2</b> *Discuss "Traditional skills needed for online outlets"	<b>STORY IDEAS DUE</b> Read "Word usage": <a href="http://www.copydesk.org/words/confused.htm">http://www.copydesk.org/words/confused.htm</a>
<b>3</b>	T 1/20	*Lecture: Micro editing –punctuation and sentences <b>*Assignment #2 (small)</b> <b>*CURRENT EVENTS QUIZ 1</b> *Discuss "Word usage"	Read "Seven deadly copy editing sins": <a href="http://www.poynter.org/content/content-view.asp?id=5441">http://www.poynter.org/content/content-view.asp?id=5441</a>
	Th 1/22	<b>*Practice edit 3</b> <b>*AP/Lantern QUIZ 2 (F-K)</b> *Discuss "Seven deadly copy editing sins"	Read "Cliches": <a href="http://www.copydesk.org/words/cliches.htm">http://www.copydesk.org/words/cliches.htm</a>
<b>4</b>	T 1/27	*Lecture: Micro editing – case, voice and agreement <b>*Assignment #3(small)</b> <b>*CURERNT EVENTS QUIZ 2</b> *Discuss "Cliches"	
	Th 1/29	*Lecture: Other misc. editing topics <b>*Assignment #4(large)</b>	Assignment 5 (small) handed out – take home (due 2/3)
<b>5</b>	T 2/3	<b>*Assignment #6 (large)</b> *Review sheet handed out <b>*AP/Lantern QUIZ 3(L-P)</b>	<b>Assignment 5 due</b>
	Th 2/5	Midterm review	
<b>6</b>	T 2/10	<b>MIDTERM</b>	Read "Things to keep in mind while editing": <a href="http://www.copydesk.org/words/keep.htm">http://www.copydesk.org/words/keep.htm</a>

	Th 2/12	*Final project details *Discuss “Things to keep in mind while editing” <b>*Practice edit 4</b>	
<b>7</b>	T 2/17	*In-class editing shift 1 <b>*CURRENT EVENTS QUIZ 3</b>	
	Th 2/19	*Lecture: Design, layout, headlines, captions, etc. <b>*AP/Lantern QUIZ 4 (Q-U)</b> *Newsroom shift details <i>*Lantern tour</i>	
<b>8</b>	T 2/24	*Lecture: Design, layout, headlines and captions <b>*Assignment #7 (large)</b> <b>*CURRENT EVENTS QUIZ 4</b>	
	Th 2/26	In-class editing shift 2	NEWS STORIES DUE (LAST DAY TO TURN IN FOR FULL CREDIT)
<b>9</b>	T 3/3	<b>*Dow Jones Editing test</b> *Math competency exercise <b>*AP/Lantern QUIZ 5 (V-Z, punctuation and sports)</b>	<b>JEOPARDY questions due</b>
	Th 3/5	<b>NO CLASS – LANTERN EDITING SHIFT DAY OFF</b> Also in observation of National Grammar Day (March 4)... <a href="http://nationalgrammarday.com/">http://nationalgrammarday.com/</a>	Read “The/a”: <a href="http://poynter.org/column.asp?id=78&amp;aid=143699">http://poynter.org/column.asp?id=78&amp;aid=143699</a>
<b>10</b>	T 3/10	<b>*CURRENT EVENTS QUIZ 5</b> *Discuss “The/a” *Loose ends *Class time to work on final projects	
	Th 3/12	AP/Lantern JEOPARDY	

**\*\*Final project due by noon on Thurs., March 19 in my mailbox**