Midland College
Syllabus
COMM 2305
News Editing
Semester and Year
SCH (3-0)
Instructor Name

COURSE DESCRIPTION
A course in which copy editing, rewriting, proofreading, headline writing, and layout are emphasized. Lab work on newspaper and/or magazine required. Prerequisite: Comm 2311.

LEARNING OUTCOMES
1. Apply layout designs to student publications.
2. Practice editing principles to journalistic copy.
3. Comprehend and apply software related to publication design.
4. Practice the methods of headline writing and apply to publications.

Course Contributions and Policies
Students will be expected to:
1. Complete a set of style and skill exercises in workbook
2. Design a two-page newspaper layout project that involves headline writing, story selection, photo sizing and layout strategy. It is due at semester’s end.
3. Complete the final exam and semester’s end.
4. Meet with instructor on a self-paced schedule to review individual work.
5. Attend class sessions as scheduled by instructor. Instructor reserves right to drop students with three absences in a row or six during semester.

REQUIRED TEXTS AND MATERIALS (Text may vary)
Editing Today Workbook
The Associated Press Stylebook

Adobe Reader (Links to an external site)

STUDENT CONTRIBUTIONS AND COURSE POLICIES
Students will be expected to:
1. Complete a set of style and skill exercises in workbook
2. Design a two-page newspaper layout project that involves headline writing, story selection, photo sizing and layout strategy. It is due at semester’s end.
3. Complete the final exam and semester’s end.
4. Meet with instructor on a self-paced schedule to review individual work.
5. Attend class sessions as scheduled by instructor. Instructor reserves right to drop students with three absences in a row or six during semester.

Upon successful completion of the course the student will:
1. Possess skills to design full-page publication layouts.
2. Be able to proportion photos and edit them for content.
3. Have skills to write headlines and fit them to pre-determined spaces.

**Course Schedule**

This class meets for 3 lecture/consultation hours per week as follows:

1-3 weeks: orientation; grammar review, copy-editing skills development; AP Stylebook studies
   Text chapters 1-8; Exercises 3, (practice, page 17)

4-6 weeks: Study of headline writing, photo sizing, photo editing, continue style and copy editing study
   Text chapters 9, 12, 13; Exercises 5-12 (A-Z, style);

7-15 weeks: study of layout principles; project instruction; continue style and copy editing study
   Text chapter 11, 14; Exercises 26, 31 (Others as assigned);
   handout materials and practice exercises

16th week: Final Exam; project submission

**EVALUATION OF STUDENTS**

Semester grades will be determined as follows:

   Exercises............30%
   Design Project........50%
   Final Exam...........20%

**DROP / WITHDRAWAL**

The student is responsible for initiating a drop or withdrawal, not the instructor.

Withdrawal from course: The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the withdrawal form (Links to an external site) online.
2018-2019 WITHDRAWAL DATES

Fall
Fall First 8-Week Session November 16
Fall Second 8-Week Session October 5
December Mini-Semester November 30
Spring
Spring First 8-Week Session December 28
Spring Second 8-Week Session April 12
May Mini-Semester April 22
Summer I June 27
Summer II August 6

ACADEMIC RESEARCH

For Research information, tutorials, library information, web links and more, access the Distance Learning Webpage for the Midland College Fasken Learning Resource Center (Links to an external site).

Academic Database Access

**EBSCO** (Links to an external site)
User name: mc72cc
Password: mc#chaps1mc

For the Gale Database use this username/password combination:
User name: txshracd2528
Password: chaps

TECHNICAL SUPPORT

If you experience technical difficulties with Canvas, click the Help link at the bottom of the Canvas login page (Links to an external site), or in the top-right green toolbar from any page within Canvas, select Report a Problem, provide details, and submit the ticket. Your request will automatically be sent to the Midland College information technology support center. Check your email for support updates.

FREE ACCESS TO MICROSOFT 365

All Midland College students have a free Microsoft Office 365 account via the Midland College website https://www.midland.edu/audiences/current-students/office365.php. Students should go to that website for instructions for accessing their account to create Word, Excel, and other Microsoft documents.
INSTITUTIONAL ACCESSIBILITY STATEMENT

ADA Statement-- The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Phone, Midland College Special Needs Counselor: 432-685-5598
Midland College Disability Services (Links to an external site)
Microsoft Accessibility (Links to an external site)
Canvas Accessibility (Links to an external site)
Turnitin Accessibility (Links to an external site)
Adobe Reader Accessibility (Links to an external site)
Google Reader Accessibility (Links to an external site)

ACADEMIC SUPPORT SERVICES

Academics and Student Services (Links to an external site)

Phone, Midland College Testing Center: 432-685-4735

Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811, 182 TC
Language Hub Online (available to all students in Canvas)

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS
Midland College Student Rights and Responsibilities (Links to an external site)
PRIVACY POLICIES
The below privacy policies apply to this course, as they are applicable to your conduct on this online platform.

Midland College Website Privacy Policy (Links to an external site)
Canvas Privacy Policy (Links to an external site)
YouTube Privacy Policy (Links to an external site)
Canvas Student Guide (Links to an external site)
Turnitin Privacy Policy (Links to an external site)
Instructor Information:

Instructor Name:
Email:
Office Location:
Office Phone:
Office Hours:
Fine Arts and Communications Division Dean: Dr. William Feeler
Secretary: Ms. Lula Lee
Division Office: 141 AFA
Phone: 432/685-4624
Division Office hours: 8-5, M-F

NON-DISCRIMINATION STATEMENT

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Tana Baker
Title IX Coordinator/Compliance Officer
3600 N. Garfield, SSC 242
Midland, Texas 79705
(432) 685-4781
tbaker@midland.edu

Or

Natasha Morgan
Human Resources/Payroll Director
3600 N. Garfield, PAD 104
Midland, Texas 79705
(432) 685-4534
nmorgan@midland.edu

For more information on notice of non-discrimination, visit the Office of Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

UPDATED AUGUST 2018