HU3621 Introduction to Journalism

Room: 109 Walker
Time: 12:35-1:25 p.m. TTh; plus two hours of lab by arrangement (1:30-1:55 TTh is scheduled; please keep this time open since we may occasionally use it for class)
Semester: Fall 2004
Instructor: Associate Prof. Craig Waddell
Office: Room 342 Walker
Office Hours: 11 a.m.-Noon. TTh; other times by appointment
Phone: 487-3261 (office); 482-1636 (home)
E-mail: cwaddell@mtu.edu
Class List: journalism-I@mtu.edu (Replies to messages to this list are posted only to the message originator.)

Required Texts


You will also need an Ampad Reporter's Notebook (available in the Campus Store) and a tape recorder.

For additional, on-line resources, please click Links on the Michigan Tech Online Lode at http://www.mtulode.com/.

Course Description

This course provides an introduction to the history and practice of journalism, including critical analysis of journalistic coverage, journalistic style and editing, and legal and ethical issues in journalism.

The two hours of class time each week will be spent discussing assigned readings, viewing and discussing videos about journalism, and completing various journalism exercises. The course also includes a laboratory section: serving as an apprentice writer on the Michigan Tech Lode.
Michigan Tech Lode Apprentice Positions

Students who are prepared to make a long-term commitment to the Lode may apply for full-time staff positions. However, students who are more tentative about their commitment should apply for apprentice positions. Students in HU362 I Introduction to Journalism who are not already members of the Lode staff will initially be hired in apprentice positions.

Apprentice positions (for writers, photographers, and cartoonists) allow students to contribute to and become familiar with the Lode without (yet) making a long-term commitment to the paper. A student may remain an apprentice for any length of time.

Apprentices are not assigned to a particular section and are not required to attend staff meetings. They may, however, attend staff meetings if they wish. Attending such meetings and providing editors with advance notice of what they are working on and when they will submit it will greatly enhance their publication prospects.

In order to be added to the Lode's payroll, apprentices must complete a Lode application form. Go to www.mtulode.com and click on "Employment"; indicate that you are a student in Introduction to Journalism and that you are applying for an apprentice position. Students who have not previously been employed by Michigan Tech will need to complete some additional paperwork with the Student Organizations secretary. Among other things, the secretary will need to see the applicant's Social Security card and driver's license.

Apprentices may submit work to the appropriate Lode editor via e-mail as a Word attachment or in text-only format. They will be paid $5-$10 for any work (article, photograph, cartoon) accepted for publication in the Lode. Publication and compensation decisions will be made by the appropriate Lode editor.

Should apprentices decide that they would like to make a long-term commitment to the Lode, they may apply to the appropriate editor for a regular staff position.

Sequence of Assignments

During the first 5 weeks, you will submit work to me (stories 1 & 2), but you are not required to submit this work to the Lode (although you may if you wish). During the second 5 weeks, you will work on non-breaking stories (stories 3-5) and submit them to the appropriate section of the Lode as well as to me. Working on non-breaking stories will provide more time to develop your stories. During the final 5 weeks, you will work on either breaking or non-breaking stories (stories 6-8) and submit them to the appropriate section of the Lode as well as to me.

In an attempt to distribute submission of your stories over the four main sections of the Lode, the class will be divided into three groups, and assignments will be distributed as follows:
<table>
<thead>
<tr>
<th>Story 1</th>
<th>Story 2</th>
<th>Story 3</th>
<th>Story 4</th>
<th>Story 5</th>
<th>Story 6</th>
<th>Story 7</th>
<th>Story 8</th>
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<tbody>
<tr>
<td>News</td>
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<td>News</td>
<td>Sports</td>
<td>Features</td>
<td>Features</td>
<td>In-Depth</td>
<td>Features</td>
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<tr>
<td>Features</td>
<td>Sports</td>
<td>Features</td>
<td>News</td>
<td>Sports</td>
<td>News</td>
<td>Features</td>
<td>In-Depth</td>
</tr>
</tbody>
</table>

General length guidelines are as follows: **News, Sports, Features, and Op-ed: 300-700 words; In-Depth: 700-1000 words.**

The *Lode* is published every Wednesday; and the deadline for articles is usually noon the previous Monday (this may vary with some editors). **Submit your work to the appropriate Lode editor via e-mail as a Word attachment or in text-only format. Be sure to include your byline within the text of your attachment.** For course evaluation, submit a double-spaced hard copy of your work to me the following day (Tuesday).

The section editors are as follows:

Editorial (including op-ed pieces): Peter van der Hagen <pvanderh@mtu.edu>

News: Shaun LeVeque <splevequ@mtu.edu>

Sports: Craig Stancher <cmstanch@mtu.edu>

Features/Vitality: Arnie Juusola <arjuusol@mtu.edu>

The *Lode*'s editor in chief is Kevin Merzak <kmmerzak@mtu.edu>; and the *Lode*'s business manager—who makes sure that you get paid—is Mike Kolehmainen <mdkolehm@mtu.edu>.

**The Michigan Tech Writing Center**

Michigan Tech has an excellent Writing Center, which is located in Walker 107. I encourage you to schedule, regular weekly appointments with a writing coach. Establish a schedule early in the semester, because appointed times (as opposed to drop-in times) tend to get booked quickly. For more information, call 487-2007 or check the Center's Web page at www.hu.mtu.edu/wc/.
Course Portfolios

Please keep a portfolio of all of the work you have completed for the course: the hard copies of your articles as I've marked and returned them to you, and copies of everything you have had published in the Lode. You may need these portfolios later in the semester.

Attendance Policy ("I must be cruel only to be kind." Hamlet III.iv.178)

"Ninety percent of success is just showing up." Woody Allen

Unexcused absences from more than 10 percent of the regularly scheduled classes can be grounds for failing this course. Excused absences include a medical excuse signed by your physician or a personal emergency authorized in writing by the Dean of Students. For a more detailed description of what constitutes an excused absence, see the below excerpt from the Michigan Tech Student Handbook:

"Students are expected to attend all classes, including recitation and laboratory sessions, beginning on the first day of regular instruction as stated in the University academic calendar. This date can be found in the Undergraduate Catalog and in the Time Schedule Booklets.

Students having excused absences are permitted to make up graded work. Whenever possible, students should contact the instructor prior to the absence and arrange a mutually acceptable make-up procedure. Otherwise, the students should account for the absence at the first opportunity.

Students who are unable to notify instructors concerning their absence from class or who must notify several instructors on short notice should contact the Office of Student Affairs for assistance.

An absence is excused under the following conditions:

1. A student is participating in off-campus, University-sponsored activities, such as field trips, fine arts performances, intercollegiate athletics, judging teams, etc. The faculty or staff members supervising the off-campus activity will send a notice via e-mail to all academic departments and the Office of Student Affairs before the activity takes place. The notice will include the name and date of the activity, the name of the supervising person, and a list of all participating students.

2. The instructor is assured that a student's absence from class was due to circumstances beyond the student's control. The student must provide verification of the special circumstance if the instructor requests it.

3. Excuses are usually given in the following circumstances: illness, funeral of any relative or close friend, military duty, court appearance, and personal emergencies.
4. The instructor deems it excusable. Some examples might include professional and graduate school interviews, plant trips, job interviews requiring travel, and professional society meetings.

Late Assignments

I won't accept any assignment that's more than two days late. There's no penalty for one late assignment (as long as it's not more than two days late); subsequent late assignments, however, will be lowered by one part of a letter grade (e.g., from a BC to a C).

Evaluation

Your final grade will be determined as follows:

<table>
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<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Attendance (30 classes at 5 points each)</td>
<td>150</td>
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<tr>
<td>Up to 100 points for each of 7 stories</td>
<td>700</td>
</tr>
<tr>
<td>(your first piece will not be graded)</td>
<td></td>
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<tr>
<td>Up to 50 points for each of 3 quizzes</td>
<td>150</td>
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</tbody>
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**total**                                                                                       **1000 points**

- **A**: 930-1000 points
- **AB**: 880-929 points
- **B**: 830-879 points
- **BC**: 780-829 points
- **C**: 730-779 points
- **CD**: 680-729 points
- **D**: 600-679 points
- **F**: 599 or fewer points

Format of Stories

Your work should be word processed and printed on 8.5" x 11" white paper in a 12-point font with one-inch margins on all four sides. Put your name in the upper right corner of the first page, skip one line (i.e., single space) and put the course title (Introduction to Journalism); skip another line, and put the date; skip one more line and put your proposed headline (centered), then skip two lines and begin your double-spaced article. Number your pages, and staple your papers in the upper left corner. **Include at the top of each assignment the assignment number (1-8) and the section for which it's intended (news, sport, features, or editorial).**
Academic Dishonesty (from the Michigan Tech Student Handbook)

"Academic integrity and honesty are central to a student's education. Ethical conduct in an academic context will be carried forward into a student's professional career. Academic honesty is essential to a community of scholars searching for and learning to seek the truth. Anything less than total commitment to honesty undermines the efforts of the entire academic community. Both students and faculty are responsible for insuring the academic integrity of the University.

In their academic work, students are expected to maintain personal academic integrity; treat all academic exercises as work to be conducted privately, unless otherwise instructed; ask faculty to clarify any aspects of permissible or expected cooperation on any assignment; and report any cheating activity.

Definitions of academic dishonesty, including plagiarism, cheating, fabrication, and facilitating academic dishonesty, can be found in the Academic Integrity Policy [see below]. Copies of the policy can be obtained from the Office of Student Affairs and chairs of academic departments.

Students found guilty of academic dishonesty can receive a sanction ranging from academic integrity warning to expulsion. Please refer to Student Rights and Responsibilities in the University Community or the Academic Integrity Policy for more information."

Definitions of Academic Dishonesty (from the Michigan Tech Academic Integrity Policy)

"A. Plagiarism: Knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation. This includes reading or hearing another's work or ideas and using them as one's own; quoting, paraphrasing, or condensing another's work without giving proper credit; purchasing or receiving another's work and using, handling, or submitting it as one's own work.

B. Cheating: Intentional, unauthorized use of any study aids, equipment, or another's work during an academic exercise. This includes unauthorized use of notes, study aids, electronic or other equipment during an examination; copying or looking at another individual's examination; taking or passing information to another individual during an examination; taking an examination for another individual; allowing another individual to take one's examination; stealing examinations. All graded academic exercises are expected to be performed on an individual basis unless otherwise stated by the instructor.

C. Fabrication: Intentional and/or unauthorized falsification or invention of any information or citation during an academic exercise. This includes changing or adding an answer on an examination and resubmitting it to change the grade; inventing data for a laboratory exercise or report.

D. Facilitating Academic Dishonesty: Knowingly allowing or helping another individual to plagiarize, cheat, or fabricate information."
The Americans with Disabilities Act

MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990 (ADA). If you have a disability and need a reasonable accommodation for equal access to education or services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, your department head, or the Affirmative Action Office (7-3310).

Schedule of Assignments and Class Activities

Dates indicate when reading and writing assignments are due, not when they are given. I've used the following abbreviations for our texts: IJ = Introduction to Journalism (IJ); CI = Creative Interviewing. The Associated Press Stylebook is for reference. Please bring to class each day the book we are currently reading.

Week 1:
TU: Overview of course and syllabus; self-introductions; brainstorm for story ideas
Video: "News Writing Language and Style"
General style and Associated Press style pre-quiz

Week 2:
TU: IJ pp. 35-37 "Prescriptive Style," "Writing in the First Person," and "Ethics"; IJ pp. 41-48 "Media Law"
TH: IJ pp. 49-54 "Photojournalism Law and Ethics" and "Invasion of Privacy Law"
Story #1 due
Meet in Lode office (106 Memorial Union Building) to register for employment with the Lqi. Bring your Social Security card and driver's license.

Week 3:

Week 4:
TU: CI Ch. 1 "What's Your Interviewing Problem?" and CI Ch. 2 "What Is an Interview?"
Review for quiz 1
Story #2 due
TH: CI Ch. 3 "The Ten Stages of the Interview"
Reading and discussion quiz #1
Week 5:
TU: CI Ch. 4 "Elements of the Interview: A Case History"
TH: CI Ch. 5 "Asking Questions"
Review this week's Lode

Week 6:
TU: CI Ch. 6 "The Conversational Dynamics of Interviewing"
Film: "Tell the Truth and Run"
Story #3 due
TH: CI Ch. 7 "Being Interviewed"
Film: "Tell the Truth and Run"

Week 7:
TU: CI Ch. 8 "Planning Your Interview"
Video: "Media Law"
TH: CI Ch. 9 "Lessons from Failure"; CI Ch. 10 "Learning to Listen"
Review this week's Lode

Week 8:
TU: CI Ch. 11 "Journalism Observation"
Video: "Journalism Ethics"
Story #4 due
TH: CI Ch. 12 "Interviewing for Quotes and Anecdotes"

Week 9:
TU: CI Ch. 13 "Telephoning, Note-Taking, and Taping"
Review for quiz 2
Film: Excerpts from "All the President's Men"
TH: CI Ch. 14 "Special Problems"
Reading and discussion quiz #2

Week 10:
TU: CI Ch. 15 "Electronic Aids to Interviewing"
Film: Excerpts from "Absence of Malice"
Story #5 due
TH: CI Ch. 17 "Covering a News Beat"; CI Ch. 18 "Multiple-Interview Projects; review this week's Lode

Week 11:
TU: CI Ch. 19 "The Personality Interview"; IJ pp. 37-40 "In-Depth Reporting: Investigative, Explanatory, and Beat Reporting"
TH: CI Ch. 20 "Ethics of the Interview"
In-class prose style exercises

Week 12:
TU: IJ pp. 25-34 "Beyond the Summary Lead: Story Telling"
Video: "Beyond the Summary Lead";
Story #6 due
TH: In-class exercises based on IJ pp. 25-34 "Beyond the Summary Lead: Story Telling"

Thanksgiving Break

Week 13:
TU: CI Ch. 21 "Ten Steps toward Truth"
Style exercises
TH: Review this week's Lode

Week 14:
TU: Story #7 due
Review for quiz 3
TH: Reading and discussion quiz #3

Week 15:
TU: Story #8 due
TH: Summary; course evaluations