

College of San Mateo Course Outline

- New Course
 Update/No change
 Course Revision (Minor)
 Course Revision (Major)

Date: 3-6-11

Department: Digital Media

Number: 260

Course Title: Newswriting and Reporting

Units: 3

Total Semester Hours

Lecture: 48

Lab:

Homework: 48

By Arrangement: 48

Length of Course

Semester-long

Short course (Number of weeks ____)

Open entry/Open exit

Grading

Letter

Pass/No Pass

Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.):

Lecture hours per week (3) X 16 = 48 / 16 = FLC 3.0

Total Faculty Load Credit: 3 FLC

1. **Prerequisite** (Attach Enrollment Limitation Validation Form.)
Prerequisite: eligibility for ENGL 838/848
2. **Corequisite** (Attach Enrollment Limitation Validation Form.)
None
3. **Recommended Preparation** (Attach Enrollment Validation Form.)
None
4. **Catalog Description**
DGME 260 Newswriting and Reporting
(3) *Minimum of 48 lecture and 48 hours by arrangement per term.* Prerequisite: eligibility for ENGL 838/848. Techniques of news gathering, judging news values, and writing the news story. For practical experience, students write for the college newspaper and website, *The San Matean*, thus preparing them for media work. (AA, CSU)
5. **Class Schedule Description** (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)
DGME 260 Newswriting and Reporting
Techniques of news gathering, judging news values, and writing the news story. Students write for *The San Matean*, the college newspaper and website. Plus minimum 48 hours by arrangement. Prerequisite: eligibility for ENGL 838/848. (AA, CSU)
6. **Student Learning Outcomes** (Identify 1-6 expected learner outcomes using active verbs.)

Upon successful completion of the course, the student will be able to:

1. Demonstrate proficiency in newsgathering and identifying news values
2. Demonstrate skill and accuracy in organizing and writing news under deadline
3. Exhibit knowledge and understanding of the Society of Professional Journalists Code of Ethics in preparing news reports
4. Comply with Associated Press guidelines for newswriting
5. Evaluate media industries for further study or career objectives
7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. In this case, "Same as Student Learning Outcomes" is appropriate here.*) Same as Student Learning Outcomes.
8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, a sample course syllabus with timeline may be attached.)

The course is structured around production every two weeks of the campus newspaper and website. Production is conducted in a manner similar to the commercial press with a hierarchy headed by editors. The major subject areas, such as beat coverage, are defined as duties and addressed as needed for production. A manual, which includes a syllabus for Digital Media 260 students, provides the basis for instruction and details regarding course objectives. A copy of the manual is attached.

Topical outline:

1. Basics of newsgathering, beats, reporter's responsibilities, and newswriting techniques
 2. Characteristics of appropriate news story, including inverted pyramid and such elements as timeliness, objectivity, conciseness, readability, and tone
 3. Techniques for writing appropriate leads, various lead types, and news and feature leads
 4. Improving quality of writing by enhancing basic language skills and developing the ability to eliminate unnecessary words
 5. Fundamental principles of journalism judgment and subjects of journalism law, authority, objectivity, ethics, fairness and balance
 6. Terminology used in journalism
 7. Analyze current events for news values; specifically, the ability to identify the elements of timeliness, proximity, prominence, consequence and human interest
 8. Setting goals to achieve a professional standard of accuracy, fairness and polish
 9. Resources for journalists, including the Associated Press Stylebook, Society of Professional Journalists Code of Ethics, websites, industry publications, organizations and internships
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9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Describe out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills. **If hours by arrangement are required, please indicate the additional instructional activity which will be provided during these hours, where the activity will take place, and how the activity will be supervised.**)

A combination of in-class lecture, tests, essays, group discussion and analysis, critique, coaching sessions with instructor, and work on the newspaper and website as a practicum. The hours by arrangement component includes working with the instructor in the newsroom in coaching exercises involving revisions of work by the students.

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class then applied skills.)

Grading will be based on:

- Tests, exercises, stringbook and culminating essay
- Story development and demonstrated progress in skills and initiative
- Participation including beat coverage, collaboration and thoroughness of coverage
- Participation in at least four production sessions for the newspaper and website

Criteria for assessment are based on historical journalism standards, which include Associated Press style, ethics standards and deadline adherence

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

Associated Press Style Book and Libel Manual 2009, Addison-Wesley Publishing Co., Inc.

Associated Press Guide to Newswriting by Rene Cappon, Arco Books, 2000

The Elements of Style: 50th Anniversary Edition, by William Strunk Jr. and E.B. White, Macmillan Publishing Co., Inc., 2008

Students also are provided a copy of the program's operations and ethics guide, The San Matean Manual. These materials are available in the classroom library.

Prepared by:

(Signature)

Email address:

Submission Date: _____