

- INSTRUCTOR:** Farideh Dada
- EMAIL:** [dadafarideh@fhda.edu](mailto:dadafarideh@fhda.edu)
- CLASS HOURS:** Monday and Wednesday 1:30 p.m. to 2:45 p.m.
- OFFICE HOURS:** Mondays and Wednesdays 11:30 a.m. to 12:30 p.m. online  
In-person meetings only by appointment
- CLASS/OFFICE LOCATION:** L-42/L-41 or online
- REQUIRED TEXTS:**
1. *Inside Reporting, a Practical Guide to the Craft of Journalism*  
By Tim Harrower, McGraw-Hill, 2012,  
Third edition, ISBN-13: 978-0-07-352617-1
  2. *The Associated Press Stylebook and Briefing on Media Law*  
Publisher: The Associated Press,  
Preferably 2015 edition, ISBN: 978-0-917360-56-5
  3. *JOUR 21A Workbook* (I'll provide)
  4. *AP Style Guide & Quizzes booklet* (I'll provide)
- REQUIRED SUPPLIES:** A 1-inch binder (to hold the workbook and assignments), scissors, a red pen, a blue pen, a pencil and a stapler.  
**NOTE:** You are required to bring the *Workbook* and the *AP Style Guide & Quizzes booklet* along with textbooks and other class materials to the class every session.  
\* Access to computer with Internet and email
- RECOMMENDED TEXTS:** \* *The Elements of News Writing*  
By James W. Kershner
- PREREQUISITE:** English Writing 1A or  
English as a Second Language 5
- COURSE DESCRIPTION:**

Journalism 21A – News Writing and Reporting gives students the fundamentals of journalistic writing by offering instruction and practice in news writing and reporting, including analysis of print, digital and broadcast news stories. Students concentrate on the language and style of news writing, the organization and structure of news stories, the lead and the basic story types as they gain practical writing experience.

### **COURSE OBJECTIVES:**

When this course is completed, students should be able to:

- Judge and rank characteristics of a news story.
- Synthesize important details to create the lead for the news story.
- Evaluate and access sources to report a multi-source news story.
- Demonstrate the use of ethical principles in reporting a news story.
- Develop a news story for publication in print or online.

### **COURSE GRADING:**

Grading is based on a 1000-point system. Students must adhere to professional standards, meet deadlines and follow rules of punctuation, grammar, spelling and style. To earn an A in the course, in addition to 900 or more points, a student must turn in all assignments, complete all live reporting assignments and not miss more than two classes. To earn an A+, students must have perfect attendance in addition to earning 990 or more points.

A +	= 990-1000 points
A	= 926-989 points
A –	= 900-925 points
B +	= 875-899 points
B	= 826-874 points
B –	= 800-825 points
C +	= 775-799 points
C	= 700-774 points
D	= 600-699 points
F	= 599 points or less

Your grade will be determined as follows:

450 points:	Homework exercises/quizzes, workbook, in-class assignments
200 points:	Reported stories and blog
100 points:	Final exam and presentation
50 points:	Midterm
100 points:	Attendance, professionalism and participation, punctuality
50 points:	AP Quizzes
50 points:	AP Presentation

***NOTE: YOU MUST COMPLETE YOUR FINAL PROJECT AND YOUR PRESENTATION IN ORDER TO PASS THE CLASS.***

*In general, you must complete all the areas mentioned above, to pass the class.*

## **FINAL PROJECT/PRESENTATION**

Using your localization story (Ex. 5.9) as the base, create a blog. You can use any Web authoring software or an online site such as blogger, blogspot or wordpress. The Final Project and Presentation is due during week 10 and week 11. You will email your blog link to the instructor prior to that week and then present the blog as scheduled, briefly explaining your story and demonstrating your Web extras.

Here are some blogs from former De Anza students to give you an idea of the scope of the project:

- Gay marriage at <http://deanzacarla.wordpress.com/>
- California budget and students' protests: <http://zahra-y.blogspot.com/>
- National Day to Defend Education: <http://journalism21asusan.blogspot.com/>
- Vampire Fatigue: <http://vampirefatigue.blogspot.com/>
- Employment Optimism: <http://shelgor1.wordpress.com/>

Main Components:

- ✓ Use ideas from Chapter 8 and the Online Package Planning Guide in text.
- ✓ Post your story as a blog post. Link key words in the story.
- ✓ Include gadgets such as:
  - Sidebars
  - Multimedia links
  - Interactive options
  - Comments, surveys – if possible, ask friends and classmates to post comments and respond to surveys.

## **ATTENDANCE POLICIES**

Attendance is mandatory. You must attend every class for the first two weeks of the quarter or you may be dropped. If you miss more than one class before the last day to drop with a W, the instructor may drop you. Arriving late to class or leaving early is a distraction. Therefore, if you are late three times or leave the class early three times, it will be considered as one absence. If you cannot be in class, please communicate ahead of time so that we might try to make other arrangements.

## **CLASSROOM POLICIES:**

- You must arrive on time
- Be courteous
- Turn off cell phones and other personal electronic devices, unless you are instructed to use them for class-related activities. Otherwise, you may be asked to leave the class or leave your devices with the instructor until the class ends.

- Do not schedule personal appointments that conflict with the time the class meets.
- Do not disrupt the class by leaving early or coming late.
- No food or drink allowed in the classroom.
- Any student disrupting the class may be asked to leave the class. Administrative follow-up may result. Examples of inappropriate behaviors during class include displays of contempt; disturbing others; talking when someone else is talking; sleeping, using music players, cellphones and video games; texting; working on other class assignments during class, inappropriate touching of others; and entering and leaving class excessively while in session.
- For every class session, you are required to bring a notebook for taking notes, pens including red, the syllabus, textbooks, workbooks, handouts and your assignments.
- Review the syllabus and the class schedule every session.
- DO NOT ask for extension of deadlines. DO NOT turn in assignments late.

**NOTE:** I understand your possible reasons for not doing your assignments or not being in the class: “I was sick. I had to move out from my apartment. I was called for a meeting at work. My dog was sick. My car broke. I had to go to work. I had family emergency. My kid was sick. I was at a hospital. My computer crashed. My printer died. I didn’t receive emails. My ride didn’t show up. My paper got wet. I didn’t know it’s due. I forgot. I was pulled over. I was at jury duty. I had guests from overseas. I didn’t have a babysitter for my kid. I had to pick up my kid. I had an appointment, etc.”

You have my complete sympathy, compassion and support, BUT the class has requirements that **MUST** be met. If, for any reason, you feel you are not ready to complete the course, retake it whenever you feel ready. You earn your own grade. If you don’t meet the requirements, you won’t pass the course successfully. Deadlines **MUST** be met.

### **ACCADEMIC DISHONESTY:**

Original work is required for this class. Papers from other classes are not accepted. Journalists have only one thing to offer: credibility. Making things up – quotes, people in stories, facts – and stealing the words of another writer or failing to give proper attribution to information obtained from other sources are deadly sins in journalism. The instructor may cross-check story submissions via Turnitin. There is a zero-tolerance policy in this class regarding plagiarism, fabrication and cheating.

To plagiarize is to “steal and use (the ideas and writings of another) as one’s own.”

If you are uncertain about the college’s policy on academic misconduct, please refer to the Academic Integrity section in the [De Anza College Student Handbook](#) that can be found <http://www.deanza.edu/studenthandbook/academic-integrity.html/%22>

An online site about plagiarism with suggestions on how to avoid it is available at the Purdue University Online Writing Lab.

## **ASSIGNMENTS:**

- Follow instructions and submit most of your assignments in both hard copy and electronic copy. Double-check with your instructor.
- Almost all assignments should be typed and double-spaced. Double-check with your instructor.
- Use 12-point Times New Roman font.
- All assignments should be proofread for accuracy, grammar, punctuation, style and spelling. Errors of spelling, punctuation, grammar and AP style will result in the loss of points and a lower grade. Typos are considered spelling errors.
- Use a dictionary (Merriam Webster dictionary is preferred. It's also available online.) and the AP Stylebook.
- Late assignments may not be accepted and won't receive full credit.
- If you arrive late, your assignment may not be accepted.
- All deadlines are final. Meeting deadlines is an essential part of journalism.
- The instructor is not responsible for stories lost because of system failures in your computer or the email network.
- Save all of your stories and assignments in a portfolio.
- Rewrites must be turned in as hard copies with originals attached.
- Reviewing, editing and grading your friends' articles are part of your assignments.
- Content dictates the length of assignments. Length depends on how many words are needed for a story to be told; unless the required word count is mentioned in the instruction.
- Tell your stories concisely, but with enough details to tell the reader the who, what, where, when, why, how and "so what" of a story.
- You will be penalized for omitting important facts.
- You are responsible for any missed classes or assignments. It is your responsibility to ask other students or the instructor about your assignments.
- AP practices are part of your assignments. You pick a section, or a letter or two from the AP Stylebook and teach your classmates. More details will be given in the class.
- Certain assignments must be posted to your blog and their links should be emailed to your instructor.

Your emailed posts should look like this:

**Headline**

**Byline (Your name)**

**The link to your article (www. ... The rest of the address)**

**WARNING:** A factual error, such as misspelling someone's name, will result in a lower grade. A gross error, such as a potentially libelous statement, plagiarism, fabrication, etc., could result in an F for a story. Reporters must get the facts right.

### **IMPORTANT DATES**

**Monday, April 4:** First day of Spring Quarter

**Saturday, April 16:** Last day to add

**Sunday, April 17:** Last day to drop for a full refund or credit

**Sunday, April 17:** Last day to drop a class with no record of grade.

**Friday, April 29:** Last day to request pass/no pass grade.

**Friday, May 27:** Last day to drop with a "W."

**Saturday - Monday, May 28-30:** Memorial Day Weekend (no classes)

**Monday, June 20:** Final exam from 1:45 p.m. to 3:45 p.m.

**Friday, June 24:** Last day to file for a spring degree or certificate

**Saturday, June 25:** Commencement Ceremony

**Monday, June 27:** First day of Summer Session

### **DROPPING THE CLASS**

- Please be aware of the drop dates on the class schedule.
- Students who have excessive absences or are not keeping up with assignments may be dropped by the instructor.
- Students who disappear and do not drop by the final "Drop with W" deadline will receive an F.

### **SUPPORT SERVICES**

- Language Arts lab: The lab has computers and Microsoft Office and Internet Connection, located in MQ 3 off the tennis courts, near the Stelling Parking garage/Parking Lot C. It's open 9 a.m. to 8 p.m. for student use.
- Disability Support Programs and Services (SCS 141) offers an array of services for disabled students, including students with learning disabilities.  
<http://www.deanza.edu/dsps/>
- Tutoring is available at De Anza at the Writing and Reading Center (AT 309), General Subjects Tutoring (AT 305) and the Academic Skills Center (AT 302) all located in LC107, at the back of the ground floor of the Library, Main Quad.
- Math and Science tutoring is in S43, in the S-Quad.
- Listening and Speaking Center in AT 304

- Free online tutoring. Login to MyPortal, go to the students tab, and find the Smarthinking link. You can work with a tutor live (hours vary by subject) or post a question or piece of writing for a response. For more information, visit <http://deanza.edu/studentsuccess/onlinetutoring.html>

**STUDENTS WITH DISABILITIES:** The instructor will accommodate special needs that are discussed with her during the first week of the course. If you have a disability-related need for reasonable academic accommodations or services, provide the instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give a five-day notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (**864-8753 DSS main number**) or EDC adviser (**864-8839 EDC main number**).

**COURTESY/EQUITY:** In the discussions, I expect students to be professional and courteous, to listen to one another, and to show tolerance and respect for varying viewpoints. Students who exhibit inappropriate behavior will be docked points and/or excused from the class. All persons, regardless of gender, age, class, race, religion, physical disability, sexual orientation, etc., shall have equal opportunity without harassment in this course. Problems with or questions about harassment can be discussed in confidentiality with the instructor.

### **EXTRA CREDIT**

1. Complete quizzes for chapters 2, 5 or 10 (10 points each).
2. Write extra stories. (Does not include stories required for other classes.) You can get a maximum of 25 extra points per story by writing assigned news or feature stories for La Voz – not if you are a La Voz staff. Submit a hard copy and evidence that you turned the story in on deadline.
3. Get your news or feature story published in a commercial newspaper. Turn in a clipping with your byline for up to 25 extra points per story.
4. Go see a journalism speaker and write a two-page story or report. Speakers in a class in which you are enrolled do not count! (Maximum 25 points).
5. Have an informational interview with a media or public relations professional (not someone you meet in class) about his or her career; write a two-page report. Up to 25 points. (See me for approval.)
6. Other extra credit assignments may be assigned throughout the class.
7. Complete Workbook exercises that were not assigned in the class.

*Note: Please talk to the instructor for the maximum points.*

**NOTE:** You are responsible to read and understand the entire syllabus.