

COURSE OUTLINE

1. **Instructor Information**

Instructor Kim O'Hare

Office hours: 1/2 hour after class, or other arrangements may be made by email or phone

Location: Y315A

Phone: 370-3395 (office)

E-mail:ohare@camosun.bc.ca

Instructor Availability:

Assistance is available to students outside of scheduled class times, however in terms of course material every effort should be made to clarify concepts, assignments etc. in class. Chances are, if you don't understand a particular topic or element of the course, others are going through the same thing. Ask questions, seek clarification.

Aside from class time, I can usually be found in Y315, telephone 370-3395, ohare@camosun.bc.ca

2. **Intended Learning Outcomes**

Conduct interviews that provide clear, accurate, relevant and newsworthy information

Assess the news value of a story

Write a news story in a clear, concise, and appropriate style for print, broadcast and internet media

Edit and/or respond to editing symbols, adding and deleting information as required for clarity, conciseness and timeliness

Write a news story within tight deadlines

3. **Required Materials**

The following book is listed as a course requirement:

The Canadian Press Style Book, 13th ed (\$31.50)

The following book is listed as a recommended resource:

The Canadian Press Guide to Caps and Spelling, 16th ed (\$21.50)

There will be several handouts distributed during the course and from time to time you will be directed to resources on the internet or intranet.

4. Course Content and Schedule

Weekly workload

Class/lab period: Mondays 2:30-4:00pm (E113) Wednesdays 3:30-5:00pm (E113)

estimated out-of-class 2 hours per week

Writing forms the basis for much of what happens in mass media. Writing is a key element of every aspect of media; whether its radio or television, internet or advertising. Writing is also an important prerequisite production. Before production begins, someone has to get approval and funding and often that process is based on a written brief or proposal.

This course is about writing. It will emphasis journalistic writing for print and broadcast but virtually all of the skills associated with journalism, skills such as clarity, brevity and accuracy are key elements in other writing forms. In short, if you can write journalistically, you can write for other areas of media such as writing to persuade and writing to entertain.

What the course is not. The course is not creative writing as you may know it. We will not do poetry, short stories, fiction, music lyrics or any of the other genres. Many students have had experience writing short stories and poetry. While any past writing experience is a benefit, we will be concentrating on gathering and analyzing factual information and structuring into a readable comprehensive form. During your studies in ACP you may find yourself writing a script for a drama or advertising copy. While I'd be pleased to help you with such tasks outside of class, such writing is not part of Comm 150.

The majority of your work will be done during scheduled class periods. Therefore it is essential that you attend all scheduled class sessions. Essentially, a particular concept will be presented in class, following which you will carry out a writing exercise related to that concept.

As deadlines are a crucial element in journalism and most other areas of media, deadlines will be stressed throughout this course. Writing exercises and assignments will all be done to fairly strict time constraints. You will learn to write well and write quickly under pressure of meeting a deadline.

5. Basis of Student Assessment (Weighting)

There will be occasional quizzes or skill drills to evaluate your understanding of key concepts. This also provides feedback to the instructor to determine when those concepts have been mastered and when further clarification is needed. Aside from these quizzes, your mark will be based in a series of writing and research related assignments, virtually all of which will be done during class periods. All assignments not completed within the stated deadline will be penalized accordingly. There is an evaluation factor for attendance, participation and professional practice.

The marking scheme appears below:

Periodic quizzes/drills of key concepts	20%
Writing assignments and projects	70%
Attendance, Participation, Professional Practice	10%
	100%

6. Grading System

Your evaluation resulting from the above evaluation scheme will be converted to letter grades based on the following table, which is the standard Camosun scheme.

Letter Grade	Description	Grade Pt	Percent
A+	Superior level of achievement	9	95-100
A		8	90-94
A-		7	85-89
B+	High level of achievement	6	80-84
B		5	75-79
B-		4	70-74
C+	Satisfactory level of achievement	3	65-69
C		2	60-64
D		1	50-59
		0	Below 50

*Note: Applied Communication Program students must maintain a minimum of "C" grade in all ACP courses in order to continue in the program.

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at

<http://www.camosun.bc.ca>

ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html
