

	<p><b>School of Arts &amp; Science</b>  <b>APPLIED COMMUNICATION DEPARTMENT</b></p> <p><b>COMM 150-01</b>  <b>Writing 1</b>  <b>2006F</b></p>
---	---

## COURSE OUTLINE

The Approved Course Description is available on the web @ \_\_\_\_\_

Ω Please note: this outline will be electronically stored for five (5) years only.  
It is strongly recommended students keep this outline for your records.

### 1. Instructor Information

(a)	Instructor:	Kim O’Hare	
(b)	Office Hours:	1/2 hour after class, or other arrangements may be made by email or phone	
(c)	Location:	Y315A	
(d)	Phone:	370-3395 (office)	Alternative Phone:
(e)	Email:	ohare@camosun.bc.ca	
(f)	Website:		

### 2. Intended Learning Outcomes

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

Upon completion of this course the student will be able to:

1. Conduct interviews that provide clear, accurate, relevant and newsworthy information.
2. Assess the news value of a story.
3. Write a news story in a clear, concise, and appropriate style for print, broadcast and internet media.
4. Edit and/or respond to editing symbols, adding and deleting information as required for clarity, conciseness and timeliness.
5. Write a news story within tight deadlines.

### 3. Required Materials

(a)	Texts	The following book may prove to be useful but is <u>not essential</u> to the course. The Canadian Press Style Book, 13 <sup>th</sup> ed The Canadian Press Guide to Caps and Spelling, 16 <sup>th</sup> ed
(b)	Other	

### 4. Course Content and Schedule

(Can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

## Weekly workload

Class/lab period: Tuesday 1:30-3:00pm (E113) Thursday 2:30-4:00pm (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 concentrate 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.

Aside from assignments directly related to course material, you are encouraged to submit stories for publication in the community. You should become familiar with publications such as Nexus, Monday Magazine, Seniors' Living and the community newspapers published by the News Group as possible outlets for your work.

## 5. Basis of Student Assessment (Weighting)

*(Should be linked directly to learning outcomes.)*

Periodic quizzes/drills of key concepts	20%
Writing assignments and projects	65%
Portfolio*	15%
Marks may be deducted for poor attendance, inappropriate participation, failure to demonstrate professional practice	
Total	100%

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, most of which will be done during class time. All assignments not completed within the stated deadline will be penalized accordingly. There is an evaluation factor for attendance, participation and professional practice.

\* Portfolio: Regardless of what area of media you plan to pursue for a career, you are often expected to submit samples of your work, including work which has been published. Often applications for scholarships and bursaries require published samples as well. To that end, you are expected to develop a portfolio of published material. Normally this would consist of clippings of actual work published and it may include comments on your work from editors for whom you have done assignments. During the semester I am available to assist you preparing stories for

publication. Your portfolio must be submitted for marking on Friday December 1<sup>st</sup>, 2006. Further details of the portfolio will be discussed in class.

## 6. Grading System

*(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)*

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
95-100	A+		9
90-94	A		8
85-89	A-		7
80-84	B+		6
75-79	B		5
70-74	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at [camosun.ca](http://camosun.ca) or information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at [camosun.ca](http://camosun.ca).

## STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.

### **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