



School of Arts & Science
APPLIED COMMUNICATION DEPARTMENT

COMM 150-01
Writing 1
Semester/Year: 2008F

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:	*		
(c)	Location:	Y315a		
(d)	Phone:	370-3395	Alternative Phone:	
(e)	Email:	ohare@camosun.bc.ca		
(f)	Website:	www.ohare.disted.camosun.bc.ca		

* 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 in class, seek clarification. Aside from class time, office hours are posted outside my office, Y315, telephone 370-3395, ohare@camosun.bc.ca

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

The following book may prove to be useful but is not essential to the course. Most of the handouts and lecture notes will be uploaded to the instructor's website:

www.ohare.disted.camosun.bc.ca If you are considering a career in journalism these are *must-have* books. It is not imperative that you have these books to complete the course.

The Canadian Press Style Book

The Canadian Press Guide to Caps and Spelling

4. Course Content and Schedule

Weekly workload

Class: Tuesday and Thursday afternoons.

Writing forms the basis for much of what happens in mass media. Writing is a key element of every aspect of media; radio, television, internet or advertising. Writing is also an important prerequisite to 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 emphasize journalistic writing for print and broadcast. 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. We will not do poetry, short stories, fiction, lyrics, screenwriting 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, 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. Typically, a particular concept will be presented in class, following which you will carry out a writing exercise related to that concept. You will also be expected to make regular contributions to Nexus, the student-run college newspaper.

You should also become familiar with publications such as Nexus, Monday Magazine, Seniors' Living, Island Parent and the community newspapers published by the News Group as possible outlets for your work. Victoria has an abundance of special interest magazines and newspapers. They provide an opportunity for you to see your work in print. Having published work in your portfolio is a sure way to demonstrate to employers that you have potential.

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)

(Should be linked directly to learning outcomes.)

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 on 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.

The marking scheme appears below:

Periodic quizzes/drills of key concepts	10%
Writing assignments and projects including published work	90%
Marks may be deducted for poor attendance, inappropriate participation, failure to demonstrate professional practice	
Total	<hr/> 100%

*Published Work: 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.

(d) Other (e.g., Attendance, Project, Group Work)

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
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	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 E-1.5 at camosun.ca for 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, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3^d course attempt or at the point of course completion.)</i>
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.

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.

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.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED