JOUR 106 Course Outline as of Spring 2019

CATALOG INFORMATION

Dept and Nbr: JOUR 106   Title: EDIT FOR NEWS MEDIA
Full Title: Editing for News Media
Last Reviewed: 12/9/2019

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50		Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50		Lab Scheduled	1.50	6	Lab Scheduled	26.25
			Contact DHR	0		Contact DHR	0
			Contact Total	2.50		Contact Total	43.75
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00   Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
Editing for print and online news media. Students will learn how to edit for content, clarity, precision, grammar, punctuation and Associated Press (AP) Style.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 1A or equivalent; AND Course Completion of JOUR 1 OR JOUR 2

Limits on Enrollment:

Schedule of Classes Information:
Description: Editing for print and online news media. Students will learn how to edit for content, clarity, precision, grammar, punctuation and Associated Press (AP) Style. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 1A or equivalent; AND Course Completion of JOUR 1 OR JOUR 2
Limits on Enrollment:
Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 2020	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Edit print and web articles for content, clarity, precision, grammar, punctuation and Associated Press (AP) Style.
2. Write and edit headlines and cutlines for news media publications, both online and in print.
3. Articulate strategies for self-editing, copy editing and proof reading.

Objectives:
Upon completion of the course, students will be able to:
1. Edit articles for accuracy, clarity, fairness, structure, ethics and libel concerns.
2. Edit articles for conciseness, grammar and spelling.
3. Correct and apply proper punctuation.
4. Learn and apply Associated Press (AP) Style.
5. Write and edit headlines and blurbs for various story types.
6. Write and edit cutlines (photo captions) for print and online news media.
7. Identify methods and techniques for self editing, copy editing and proof reading.

Topics and Scope:

I. Content Editing
    A. Libel and invasion of privacy overview
    B. Ethics overview
    C. Accuracy and fact checking
    D. Fairness, balance and objectivity
    E. Structure and flow
    F. Leads, holes and other issues
        1. clarity issues
        2. awareness of sexism, racism, ageism and other problems language can inadvertently convey
II. Conciseness
    A. Active/passive

B. Repetition and wordy expressions
C. Using simple language
D. Gerunds and "to be"
E. Other conciseness issues

III. Grammar and spelling
A. Noun/pronoun and subject/verb agreement
B. Modifiers, dangling, misplaced and squinting
C. Verb tenses
D. Rules of spelling
E. Parallel structure

IV. Punctuation
A. Comma splices and fused sentences
B. Quote punctuation
C. Proper punctuation for phrases, clauses and sentences
D. Apostrophes, plurals and conjunctions
E. Proper comma use
F. Semicolons vs. colons
G. Compound modifiers

V. Precision
A. Blob words
B. Strong nouns and verbs
C. Word choice
D. Common misused words
E. Avoiding clichés

VI. Associated Press (AP) Style
A. Numbers and sports scores
B. Titles and proper names
C. Dates, times, addresses
D. Word choice and more.
E. Other AP Style

VII. Headlines and Cutlines
A. Headline writing and editing.
B. Cutline writing and editing

VIII. Editing Strategies
A. Self editing methods
B. Proof reading vs. copy editing
C. Strategies for thorough editing

IX. Editing jobs in news media
A. Newsroom editor positions
B. Copy editor and fact checker jobs
C. Editing for digital media jobs, i.e. social media editor

Note: All topics are covered in both the lecture and lab parts of the course.

Assignment:

Lecture-Related Assignments:
1. Reading 10 to 40 pages per week.
2. Weekly quizzes
3. One to two midterm exams and a final exam.

Lab-Related Assignments:

1. Daily/weekly skills-building exercises and/or quizzes covering the following topics, among others:
   A. AP Style
   B. Content editing
   C. Punctuation
   D. Grammar
   E. Clarity and precision
   F. Cutline writing/editing
   G. Headline writing/editing
   H. General copy editing and proof reading

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Rewriting articles, headlines and cutlines	Writing 20 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Editing strategies	Problem solving 5 - 20%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Skills buiding exercises and/or quizzes	Skill Demonstrations 25 - 50%

Exams: All forms of formal testing, other than skill performance exams.

Exams including a final	Exams 20 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and classroom participation	Other Category 5 - 20%

Representative Textbooks and Materials:
Instructor-prepared materials.
The Associated Press (AP) Style Book. The Associated Press. Current edition
Editing Made Easy: Simple Rules for Effective Writing. Kaplan, Bruce. Upper Access. 2012 (classic)
Editing for Today's Newsroom: A Guide for Success in a Changing Profession. 2nd ed. Stepp, Carl Sessions. Routledge. 2008 (classic)