

Syllabus Editing & Layout (COMM 2305)

Description: Effective editing and layout are crucial components in journalism that ensure clarity, engagement, and professionalism in reporting. Editors must focus on the accuracy of information, coherence of narrative, and adherence to ethical standards set by the Society of Professional Journalists. Layout design plays a vital role in presenting news in a visually appealing manner, guiding readers through the content while emphasizing key messages. By utilizing effective headlines, subheadings, and images, editors enhance reader understanding and retention. Additionally, aligning with the Texas Higher Education Coordinating Board's objectives fosters critical thinking and prepares students for real-world journalism challenges, emphasizing the importance of thorough proofreading and thoughtful layout in creating compelling stories.

Objectives:

- AP Style
- Copyediting
- Ethics in editing
- Principles of editing
- Layout processes
- Programs for layout
- Layout ethics
- Layout for print products
- Layout for web

Required Text: AP Stylebook 2018 (or newer)

Instructor Information:

Kati Moody
CM 158

Office Hours

Monday & Wednesday: 2:30 p.m. – 3:30 p.m.

Tuesday & Thursday: 9 a.m. – 12 p.m.

Friday: 9 a.m. – 12 p.m. or by appointment

The best way to reach me is via email. You can also set up a time to meet with me in-person during my office hours. Please send me an email to set up an appointment to ensure I am in my office. For all emails, please allow 24 hours for a response. If you email me on the weekend, I might not return your email until Monday morning.

Grading:

AP Style Quizzes: 10 @ 10 points/each: 100 points

Discussions: 4 @ 25 points/each: 100 points

Layout Projects: 3 @ 100 points/each: 300 points

Layout Exercises: 4 @ 50 points/each: 200 points

Participation: 100 points

***This scale is subject to change at the discretion of the instructor. Any changes will be communicated with the students either in-person or online.**

Class Schedule:**Module 1**

Weeks 1-4 AP Style

Importance of AP Style in Journalism

Students will explore the significance of AP Style in journalism, understanding its role in maintaining clarity and consistency in news writing. Through engaging weekly quizzes focused on AP Style, students will assess their knowledge and comprehension of the guidelines.

Additionally, they will complete weekly assignments designed to enhance their editing skills, enabling them to apply AP Style effectively in real-world scenarios. This hands-on approach will ensure that students not only learn the rules but also gain practical experience in editing copy with precision and accuracy.

Module 2

Weeks 5-8 Introduction to Layout Processes for Print

Layout for Print Products

Students will explore the processes involved in laying out copy for print products, with a focus on the distinct differences between newspaper and magazine layouts. They will examine the ethical considerations and the significance of layout decisions in these print formats.

Additionally, students will compare and contrast these print layouts with those used in digital platforms, highlighting the unique aspects of each medium.

Module 3

Weeks 9-12 Introduction to Layout Process for Web

Overview of Web Layout for Journalism

Students will explore the essential processes involved in designing and arranging content for the web. They will examine the ethics and significance of layout decisions in digital products, particularly focusing on websites and social media platforms. This unit will emphasize how effective layout enhances journalistic practices online, helping students understand its impact on communication and audience engagement.

Module 4

Weeks 13-16 Applying AP Style and Ethics to Layout

Final Project Overview

Students will leverage the knowledge gained throughout the semester to implement ethical considerations and AP Style principles in the design of their own print and web products. For

their final grade, each student is required to submit two polished products. This project emphasizes the critical role of editing and layout in all journalism formats and platforms, highlighting the importance of adherence to AP Style and the need for accuracy and ethical responsibility in their work.

Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a [Title IX pregnancy accommodations request](#), along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant

disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

Campus Concealed Carry Statement

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Cheating & Plagiarism

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.