

### General Information – The “No Surprises/No Excuses” Syllabus

*Please read it carefully - you’ll know what to expect, and what’s expected of you.*

**Course**: COM 237: Journalism Practicum **Section**: 19541 **Term**: Fall 2018

**Schedule:** Every Wednesday from 2-3:15 PM (newspaper meetings)

**Location:** ACC room 106

**Course Registration:** Students should register by notifying the Faculty Advisor via email by 4 PM on Wednesday September 26. Please include your name and student ID number.

**Faculty Advisor:** Jon Boroshok ([www.linkedin.com/in/boroshok](http://www.linkedin.com/in/boroshok))

**Email:** j.boroshok@SNHU.edu. Please add j.boroshok@gmail.com to your “white list” too.

**Phone:** 978-502-1055 (Business hours 7 AM - 5 PM, Monday thru Friday)

**Office Hours – 326 Robert Frost Hall:**

* Monday and Wednesday: 9:45 – 11:30 AM
* Thursday: 10:30 AM – 12 PM
* Other times by chance/appointment.

**Required Text:** Penmen Press Writing/Style Guide, *Fall 2018 edition* (provided for you). You must print and sign a copy of the last page of this document, and return it to the Faculty Advisor.

**Recommended Text:** [2017 AP Stylebook](https://www.apstylebook.com/) (2015 edition is available in newspaper office)

**Email Requirement:** By remaining enrolled in this “course” and working on the newspaper, you agree to check your email at least twice every day (including holidays and weekends). *Make sure your SNHU email never fills up or bounces messages.*

**Device-free Meetings:** SNHU allows cell phones in classrooms only to receive emergency messages from the University. Let’s keep our meetings professional and productive. Your phone should be on silent mode and out of sight as soon as you walk into the room. Contribute to the meeting instead!

**Sensitive Topics:** Given the nature of material regularly presented by the media, some newspaper discussions or multimedia presentations may cover potentially offensive topics; including, but not limited to, racism, violence, and sex. Please note that this material must be covered if we are to be a newspaper in this day and age. Please speak with me about any discomfort or objections you might have about being exposed to such material.

**Respect for Diversity:** While it is inevitable that in a diverse organization there will be opinions expressed that are outside of your comfort zone, my goal is for students from all backgrounds, experiences, and perspectives to be well served by this course. The diversity that students bring to this class should be embraced as a resource, strength and benefit. Gender, sexuality, disability, age, socioeconomic status, ethnicity, race, political views, and culture are part of this diversity. It is part of the culture of learning and open exchange that is essential to a college education. All personal perspectives and experiences are welcome as long as they are expressed in the spirit of learning or trying to understand each other.

**Course Description:** This 1.5 credit practicum is offered every semester. The option for this practicum is print journalism. Students have the opportunity to publish their work in the Penmen Press, SNHU’s student newspaper. Students interested in receiving credit for this practicum must present portfolios of their work toward the end of the semester.

**Course Objectives**: This is not a true “course,” although some instruction may take place toward the end of staff meetings at the discretion of the Faculty Advisor. Staff members earning newspaper credit are expected to attend and participate in these sessions.

Any student earning credits must demonstrate competence in newspaper activities including, but not limited to: news and/or feature writing, advertising sales, photography, attending meetings, adhering to deadlines.

**Attendance at meetings/events:** You are expected to attend **every** newspaper meeting on Wednesday at 2 PM. Students will be allowed “one” absence for the semester, but it’s assumed it will be saved for use in case of illness, athletics, or SNHU sanctioned events. Since this is part of your schoolwork, missing a meeting for assignments in other classes is not acceptable. A student missing two or more meetings during the semester may be denied the 1.5 credits.

*You must notify an Editor in Chief and the Faculty Advisor (**j.boroshok@snhu.edu* */ 978-502-1055) at least an hour before the meeting or it will be an unexcused absence. Telling another student does not count.* Evidence of attendance comes from the student sign‐in sheet at each meeting. It is your responsibility to sign in on time.

You are also required to participate in a combination of at least three newspaper distribution days or events the newspaper sponsors or co-sponsors with other campus organizations.

**Requirements**: Students are expected to submit at least **five** of *publishable quality* through the duration of the semester: students are expected to contribute to four of the five issues of the newspaper (80%), as well as contribute one piece to online. This will be modified for photographers, layout, or advertising salespeople.

Writers are expected to contribute to four of the five newspaper sections (News, Opinion, Sports, A&E, Penmen Abroad) rather than focusing on just one area. This helps expand your knowledge, skills, and meeting the newspaper’s needs.

At the beginning of the semester, members are expected to submit an outline (bulleted list or brief essay) of goals they hope to achieve. Editors in Chief will meet with staff members as needed to help members accomplish their goals. There will also be a mid-semester check-in, with details announced after the second edition of the paper is published.

After the release of the final edition of the semester, all Penmen Press staffers will write a one-page reflection paper about what they accomplished, how they met or didn't meet their goals, and what they learned. This reflection paper will be emailed to the Editor(s) in Chief and the Faculty Advisor by **4 PM on Wednesday, December 19**. *Put that deadline in your phone’s calendar now so you don’t forget.*

Students will demonstrate an understanding of how the newspaper works, and make demonstrable contributions to the wellbeing on the newspaper. This will help you earn the privilege of eventually being allowed to write opinion pieces.

All writing must follow the Penmen Press Writing/Style Guide, **Fall 2018 edition** prior to submission to editors.

**Assigned Articles:** By enrolling for academic credits, students/reporters agree to be assigned topics/articles by the Editors, and *might not* be able to select their own topics. *It is important to accept these assignments and meet all deadlines.* Missing a deadline (even by minutes) is detrimental to the newspaper. Your editor will provide you with a deadline calendar.

**Additional Layout Team Role:** All members of the layout team are expected to be reachable by phone, text, and email in real time throughout weekends when the layout is being done.

**Course Credits:** The maximum credit a student can receive for COM 237 in one year is three (3) credits.A student may earn a maximum of six (6) credits for this Journalism Practicum during his/her entire college career at SNHU.A student can receive credit for the COM 237 Journalism Practicum for a maximum of four semesters.

**Grading**: During the last week of the semester, the Faculty Advisor will review all performances and meeting attendance, possibly in consultation with the Editor(s)‐in‐Chief to determine wither the student will receive a Satisfactory (S) grade or an Unsatisfactory (U) grade. A student must receive an S to receive the course credits. The faculty Advisor will inform the SNHU Registrar of credits to be awarded. *This does not impact your GPA, but it does appear on your transcript*.

**LinkedIn Policy:** I’m happy to help you start your network by accepting your invitation to link, but your profile must be free of any spelling or grammar errors first. Make yourself appear more professional by personalizing the invitation rather than using LinkedIn’s generic wording.

**Please print, sign, and return this page by 4 PM on Wednesday September 26**

**Southern New Hampshire University**

**COM-237 (Newspaper Credits)**

**Fall 2018**

**Syllabus Statement**

*I have read the course syllabus, and understand that I am responsible for anything in the syllabus without further reminders from the instructor. I will follow all policies explained, and accept that a significant portion of my grade depends upon my compliance*.

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PREFERRED NICKNAME (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_

***\* I will check this email account at least twice every day, including weekends & holidays.***

Print Name

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

Date