

### Penmen Press Editors/Managers Syllabus

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

**Course**: COM 337: Journalism Practicum 2 (for EDITORS) **Section**: 19549 **Term**: Fall 2018

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

**Location:** Academic Center Building (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

**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:** The option for this advanced practicum is print and online journalism at the Executive Board (editorial and managerial staff) level on the Penmen Press, SNHU’s student newspaper. Students interested in receiving credit for this practicum assume the roles to operate and publish the student newspaper. This includes layout editors, photo editors, copy editors, ad managers, and business managers for the print and/or online editions.

*This is not a true “course,” although some instruction may take place toward the end of newspaper meetings at the discretion of the Faculty Advisor. Editors/Managers earning newspaper credits are expected to attend and participate in these sessions.*

The Faculty Advisor awards 1.5 credits based on student participation and involvement at the editorial staff level, and quality of work completed over the semester.

**“Course” Objectives**: Students receiving credits for this practicum will demonstrate competence in newspaper publishing and operation by:

* Serving as an Editorial Board member
* Attend at least three newspaper distribution sessions or newspaper sponsored campus events/activities (any combination works)
* Holding regular/scheduled office hours in the newspaper office
* Assuming business responsibilities (such as earning revenue and bookkeeping)
* Newswriting/editing, newspaper layout/design, photography and photo editing, website/blog development and management, and/or business/advertising management/sales. *The specific duties will be detailed based on individual roles*
* Recruiting, mentoring, and training new staff members
* Regular meeting attendance, deadline adherence, and newspaper distribution

Additionally, all for-credit staff will be expected to contribute **at least one** written article of publishable quality for a section of their choosing.

Students are expected to demonstrate an understanding of how the newspaper works and make demonstrable contributions to its wellbeing. All writing is expected to comply with the Penmen Press Writing/Style Guide, **Fall 2018** edition prior to submission.

**General Editor/Manager Role Responsibilities:** Working with reporters: assigning stories, communicating regularly during the reporting and writing cycle, evaluating submissions, upholding high editorial standards, making sure photos comply with copyright law, adhering to the Penmen Press Writing/Style Guide, and requesting revisions as needed.

**It is the duty of any editor/manager to thoroughly read the Writing/Style Guide.**

**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.

**Attendance at meetings/events:** *As an editor/manager, you are expected to lead by example.*Students are expected to attend **every** newspaper meeting and any event/activities the newspaper sponsors or co-sponsors. Students will be allowed one absence for the semester, but it is 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 generally not acceptable. A student missing two or more meetings during the semester may be denied credits for working on the newspaper.

You must notify an Editor-in-Chief and Faculty Advisor (j.boroshok@snhu.edu / 978-502-1055) at least an hour before the scheduled meeting or it will be an unexcused absence. Notifying another editor or student does not count.

Evidence of attendance comes from the student sign‐in process managed by the Editor(s)-in-Chief during each meeting. If an Editor-in-Chief is out, the Editor presiding over the meeting is responsible for taking attendance. It is your responsibility to sign in for each meeting attended.

**Your Office Hours:** Each editor will hold 30 minutes of “office hours” per week in the Penmen Press office in the Student Center. Editors may bring schoolwork to do during this time, as long as newspaper actions receive priority. Visitors should be kept to a minimum to maintain a professional atmosphere in the office.

**Course Credits:**

* The maximum credit a student can receive for COM 337 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 337 journalism practicum for a maximum of four semesters.
* It is recommended that COM 337 be taken either after COM 237 or in lieu of COM 237

**Grading**. The Faculty Advisor, possibly in consultation with the Editor(s)‐in‐Chief, will 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 to each student. *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-337 (Newspaper credits – editors/managers)**

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Print Name

Signature

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

Date