

JOURNALISM SYLLABUS
7TH PERIOD: 1:50-2:30 PM
MS. STIPECH | APINKINK@GMAIL.COM

My heart is overflowing with a good theme; I recite my composition for the King;
my tongue is the pen of a ready writer. – Psalm 45:1

Course Description:

Journalism is an elective which focuses on the skills necessary to produce a high school yearbook. These skills will include, but are not limited to, article writing, page layout design, photography, and marketing. Students will be required to meet deadlines and to work together to accomplish the goals set by the editor.

Course Objectives:

- Learn skills to benefit the staff the student is assigned.
- Learn to work with a team to accomplish a task together.
- Apply the principles of design, photography, writing and marketing.
- Focus on meeting deadlines in a timely manner.

Class Conduct, Rules and Policies

Who is wise and understanding among you? Let him show by good conduct that his works are done in the meekness of wisdom. – James 3:13

Classroom Conduct

- **Punctuality and preparedness are important.** This includes coming to class on time with all needed materials (projects in progress, supplies, pen and paper) and being prepared to learn.
 - You are to be in the room when the bell rings. Journalism class is a slightly more relaxed environment, but you must still be on time.
 - Students who arrive late or are not in their seat when the bell rings will need to get a pass from the office.
 - Failure to be on time will result in a demerit.
- Be **considerate and respectful** of everyone in the classroom (which includes your fellow classmates).
- **Students should be actively listening during class for instruction.** Talking is not permitted during the lessons unless you are told it is acceptable. If you have a question, raise your hand and wait to be called on. During group work talking is obviously permitted, however, the discussion must stay on topic.
- Talking is **not permitted** during independent reading or writing times.

Classroom Rules

“For where your treasure is, there your heart will be also.” Matthew 6:21

▪ Phones/ Ipod/ Mp3 Players

- **Cell phones, ipods, mp3 players or like items are not permitted to for use in class.** Such items must be **turned off** and stored in the holder on the wall as you enter class. If you are caught with one after class starts I will take it (even if you are “just checking” the time or need to “tell your mom something”). If it is a first offense, you will have to pick it up from the office at the end of the day. You will also receive a demerit. In the event of any subsequent offenses, a parent will have to pick up the cell phone for you in the office, and you will receive a referral. **Exceptions are made for the marketing staff when they are calling potential advertisers. Permission to use phone must be granted prior to making calls.**

▪ Using a Pass

- You may quietly take the appropriate pass from the hanger near the door if you need to go to the restroom or locker room, but please do not interrupt class to ask permission. If such activities become a habit you will receive demerits for leaving class. Although it is acceptable for you to excuse yourself, please adhere to the following guidelines:
 - Avoid leaving in the middle of a lecture or when homework assignments are being explained.
 - Leave your phone in the classroom. ☺
 - Please be a good steward of your time while you are gone (in other words, promptly return!)
 - You are responsible to find out what you missed while you were gone.

Classroom Policies

▪ Attendance Policy

- Attendance is considered very important. Regularly missing class can result in reduced understanding of the subject, missed assignments and lower test grades. On the occasions you have an excused absence, you must present the slip from the office within one week of the absence. If I do not see a slip it will be considered an unexcused absence.
- Your attendance also directly affects your assignments. You **MAY NOT** make-up assignments, tests, quizzes or presentations from unexcused absences. If you know you are going to be absent, it is **your responsibility** to acquire the assignment in advance and **turn it in before you will be gone**. Assignments turned in after this time will receive a grade of zero.

- **Daily Work Guidelines**
 - On-time work should be placed in the blue bin on my desk. Unless otherwise specified, all work need to be typed (papers permitted to be hand written must be in black or blue pen) and use the proper MLA heading in the upper left hand corner of the paper;
Your Name
Teacher Name
Class Name
Due Date
 - As soon as I finish grading any work I will put it in the 7th period Journalism slot in the silver stand near my desk. Please check this slot daily to pick up your work. If it is not in the slot, it is not yet graded. If it isn't picked up within the month, it will be discarded.
- **Missing Work Policy**
 - If you miss a class period because of an excused absence, YOU are required to get the missing assignments and handouts. I will not track you down to make sure you receive the handouts. Even if you are excused from class, you are still required to keep up with projects and assignments (which are posted online).
 - Each day I will put any handouts, with the names of anyone who missed class, in the "missing work" slot in the silver stand near my desk. I will also write the due date on the handouts for you. It is your responsibility to check that folder when you return to school after an excused absence. If you do not see anything in the bin still check with me to be sure that I did not make a mistake.
- **Late Work Policy**
 - Most homework will be accepted late, but with penalty. There will be certain assignments that will not be accepted late. You will know in advance which assignments will not be accepted late.
 - For each school day an assignment is turned in late you will lose one full letter grade (10%). For example, let's say that you would have received an 87% on an assignment if it had been turned in on time, but you turn it in late. Your grade will drop to a 77% if it is one day late, a 67% if it is two days late, and so on. No assignment will be accepted after five days, except in severe cases.
 - Parental notes will be considered, as will sporting events (for team members only), however, it is up to my discretion to choose whether to honor parental notes or not. Generally, no excuses will be accepted for long-term assignments or basic homework assignments where more than one day is given to complete the assignment.
 - Late work must be handed in directly to me and does not go in the bin.
 - **Deadlines cannot be made up. Once a deadline is past no grade will be given for work done after this time, although it is still the responsibility of the student to accomplish the task they were given.**

▪ **Plagiarism Policy**

- ANY form of plagiarism is considered cheating, and will not be tolerated. This includes, but is not limited to: either copying homework from a friend or allowing a friend to copy homework, buying papers off the internet, paying a friend to write a paper or do homework for you (or getting them to do it for free), or copying and pasting parts of a paper from another source (without giving proper citations). If you are caught doing any of these things purposefully you will immediately receive a zero for that assignment, and may be subject to other disciplinary action, such as a referral. It will be up to my discretion to allow a student to re-do an assignment if I believe the plagiarism was a honest mistake. It is true that I may not catch every incident of plagiarism, but God does! Choosing to behave in this way is both dishonoring to our Savior and a huge risk to your grade. In short, make good every day choices!

▪ **Citizenship Policy**

- Each student will start off with up to 10 citizenship points each week, or two points available each school day of the week. You will lose citizenship points if you receive demerits for being disruptive, talking out of turn, coming to class late, using the restroom excessively, not following instructions, using your phone, etc... If you lose more than half of your available citizenship points during a single week, you may also receive a referral. In some cases, I will allow you to earn back demerits, but it is up to you to ask for the opportunity.

▪ **Grading/ Assessment Policy**

- I use the traditional 10-point grade scale including plus and minus. For example: 98-100%=A+, 94-97%=A, and 90-93%=A-.
- Your total grade for each quarter will be comprised of the following:
 - 20% of the final grade will be a weekly citizenship and participation grade.
 - 25% of the final grade will be an accumulation of weekly homework and in class work, including free writes and "lit logs"
 - 30% of the final grade will be an average of each process paper and timed in class writing assignments.
 - 25% of the final grade will be an average of each quiz, test and final.
- Extra Credit may be offered periodically, however do NOT depend on this. At no time will extra credit be allowed in place of a homework and assignment that you failed to complete and turn in. The purpose of extra credit is to aid students with borderline grades to raise them (ex: from an 89% to 90%).