Newspaper Production
Comm 214/414
Fall Quarter 2006

Class: Monday, Wednesday
Meeting: 12:30 p.m.-1:55 p.m.

Classroom: Runner office
           Modular East I
           Room 103

Instructor: John Emig

Office Hours: Monday, Wednesday – 11:15 a.m.-12:15 p.m.
              Tuesday – 9 a.m.-noon
              All office hours in The Runner office, Modular East I, Room 103

Or by appointment

E-Mail: jemig@csub.edu

Required Materials:
A good dictionary.

Course Overview
This course is devoted to the production of “The Runner,” the CSUB campus newspaper. Students will involve themselves in the reporting, writing, editing and design of the newspaper as appropriate to their interests and assignments. Students will operate Macintosh computers in all phases of the production effort. Software programs used include Microsoft Word, QuarkXpress 6.5, and Photoshop 7.0. In addition to the print edition of “The Runner,” students will also have an opportunity to become involved in the production of the on-line edition of the newspaper.

Expectations:
Students are expected to attend each scheduled class period and show up on time. Students are to turn in complete and fully reported stories on time as assigned by editors. Should a story “fall through” due to circumstances beyond the control of the reporter, the assigning editor must be notified IMMEDIATELY. There is no better way to get a reduction in the final grade for the class than to ignore this requirement. Failing to notify an editor immediately once will make it difficult for a student to receive a grade above a “C” for the course. The second offense will result in a “D.” The third offense will result in an “F” in the class.
**Turning in stories for grading**

Students will turn in to the instructor a printed, double-spaced copy of each story at the same time the story is submitted to the assigning editor. That printed copy will be graded by the instructor and returned to the student. Students must meet with the instructor for a one-on-one evaluation of each of the student’s stories. These meetings may be held at the student’s convenience during office hours or when the instructor is available during the Monday afternoon and Tuesday morning newspaper production cycle. The student should initiate the meeting – advance notice is not generally required.

**Class Activities:**

The Monday class session will primarily find students checking on the progress of stories, planning the final production of the newspaper and participating in instructor-led discussions of journalism issues. Also during the Monday class session, students will be assigned stories for the following week. **Students should come to class with at least one story idea,** which may, or may not, be assigned. During the Wednesday class period there will be a critique of that week’s newspaper, beginning with the evaluation of a paper that has been marked up by the instructor and editors. In addition, progress on assignments for the following week will be checked.

**Plagiarism:**

Plagiarism is not tolerated at CSUB and will not be tolerated in any form in this class. Plagiarism is defined as “… the misuse of published works of another by claiming them as one’s own.” Students must make appropriate acknowledgments of the original source where material written or compiled by another is used. See instructor’s website for a more thorough examination of this topic.

**Grading Requirements:**

Grading will be at the discretion of the instructor based on the amount of effort put forth by the student and the quality of the reporting and writing in news stories. Students will be graded on their writing (including reporting), grammar, punctuation, accuracy, fairness, balance, thoroughness, organization and style. Student participation in class activities will also be considered in the determination of the final grade for the class. It is not necessary that a news story be published to be considered for grading purposes. However, for such a story to be considered for grading, it must have been available for publication in a timely fashion.

---

1 CSUB 2003-2005 Catalog, Page 57.