

**I. Course Description**

This semester long elective is designed to introduce students to all facets of the journalist's craft: principles of gathering, writing, reporting, and editing the news. Students are trained to be consumers of media and to understand news and proper journalistic skills. Emphasis is placed on accuracy, brevity, clarity, interest, and reportorial responsibility. Students taking this class must be self-motivated, organized, responsible, and have high interest and standards of achievement. With these skills, students produce written articles of news for Liberty Christian's website and monthly newsletters, as well as broadcast articles of news over the PA system in the morning announcements.

**II. Course Objectives:**

Students will:

1. Learn proper journalistic skills.
2. Take pictures to be used in school news sources.
3. Write articles to be used in school news sources.
4. Broadcast news for the morning announcements.
4. Read current news publications.

**III. What to bring/What NOT to Bring:**

Bring:

1. Spiral notebook for interviewing
2. Punctuality
3. Pens/Pencils
4. Colored pens or pencils (to help organize interviewing and articles)
5. Excitement/Positive attitude
6. Tape Recorder for interviewing (optional)
7. *Special Items:* Newspaper, Magazine, and Internet articles

Do Not Bring:

1. Shyness
2. Laziness
3. Tardiness
4. Excuses

**IV. Homework:**

There will be one homework assignment per week. Each week you are to read an article from the mainstream media. You are to type 2 paragraphs about the article. In the first paragraph you should summarize the article. In the second paragraph you should list strengths and weaknesses of the WRITING of the article, and how you would write it differently. You are to staple the article behind your write up/critique. To expand your knowledge base, it is required that you review at least one of each of the following: news (local, national, and world), sports, editorial/opinion, features, and entertainment. Often I'll assign a specific "type" of article for the week. I will try and keep newspapers in the room, but you are welcome to go search for your own article in different resources at home.

This assignment will be due each week on Wednesday

There will be no last minute scrambling for articles! If the assignment is not prepared when you come to school, you will receive a zero, regardless of what you turn in. Homework assignments that are not typed will not be accepted. Only students who are enrolled in this class for 5 days or 3 days will be responsible for doing the weekly homework assignment.

**V. Print Journalism:**

The Journalism class will be creating articles of news from around the school (preschool-high school) that will be posted on the Liberty Christian website under the "news" page. The class will also be creating articles that will be published in the school's Monthly newsletter which are mailed home. Students will

be given a new assignment about every week or two. Every article will have 3 deadlines that must be met. The articles may or may not be selected for publication. The articles must be completed by the deadlines. Please note: The articles will either be assigned by the advisor, selected among the class (volunteered for), or a wild card topic chosen by the author (you!). This will challenge you to practice different types of writing.

### **Deadlines:**

**I will always tell you of your specific deadline dates when I assign you a new article. They will also be posted in the room on the Homework Board.**

**D1: Your 1<sup>st</sup> deadline should be turned in typed and double spaced (Times New Roman, size 12) in hard copy form. Anything that is hand-written for this deadline will not be accepted. The editor and I will check it/edit it and return it to you with changes that need to be made before your next deadline. Please do not send me an e-mail of your 1<sup>st</sup> deadline article. It is easier to grade/edit on actual paper.**

**D2: Your 2<sup>nd</sup> deadline should be turned in typed in a double spaced format again (Times New Roman, size 12), in hard copy form with the edited first deadline version stapled to the back of it. If you do not have this it will result in points off, because I want to be able to see that you have made all of the changes suggested to you during the first edit. Once again, anything that is hand-written for this deadline will not be accepted. The editor and I will check it/edit it and return it to you with changes that need to be made before your next deadline. Please do not send me an e-mail of your 2<sup>nd</sup> deadline article. It is easier to grade/edit on actual paper.**

**D3: Your 3<sup>rd</sup> deadline will be to submit an “e-mail attachment” version of it with all of deadline 2’s changes to thelcstimes@gmail.com. The e-mail is due before class BEGINS on the day of that third deadline, so basically you will need to e-mail it the night before. If it is not in my inbox by the time class begins it will be counted as late (and only half credit will be given).**

**Please Note: If a deadline is missed when it is due (at the beginning of class) you will receive an automatic “0” on it, with the opportunity to turn it in up to one day late for HALF CREDIT. However, because of the nature of this class, you will still be required to “do” everything that was required for ANY deadline. Bottom line: You still have to do all the same work, so you might as well get the points for it.**

#### **VI. Broadcast Journalism:**

New this school year! The Journalism class will now be responsible for airing morning announcements over the school’s PA system. Four days a week (not Wednesday) one member of the journalism staff will give the morning announcements during the 8:00-8:05am slot before first period. This will be done from Mrs. Nye’s office, and will be heard in all classrooms on campus. The Journalism student responsible for the next day’s announcements will prepare their list of announcements and practice them the day before in class. Announcements will include leading the school in pledges, informing the school about sports or activities happening that day, and any other special information teachers or other school personnel want shared. There will be a rotating schedule of which journalism students goes which day, with the Editor giving the morning announcements every Monday. Only students who are enrolled in this class for 5 days will be responsible for doing the school announcements.

#### **VII. Timing:**

This class is based on TIME! You will always have a set of 3 deadlines for any article assigned to you...these are not ‘optional’ turn in dates. There will also be a lot of time during class in which you can work on your Journalism articles as well as your homework assignments. It is up to you to take advantage of this time. You will not be able to work on homework for other classes unless both your

Journalism homework and article for that week are complete and turned in. It is suggested you always bring something to work on to every class.

**VIII. Attending:**

Often times in order to report on the news you need to be a spectator to the news. This is especially true for sporting event and activity write-ups. There will be times throughout the course where you will be asked to attend an event that you have been assigned to write on. I will try and work around schedules as to not purposely inconvenience anyone, but willingness to attend some events will definitely better the articles that our class produces. So please be prepared to do so.

**IX. Behavior:**

It is expected that you be respectful of the teacher and the class. Bad attitudes need to be checked at the door. Be responsible with your time. With the privilege of being on the Journalism staff comes additional responsibilities. You will be able to “check out” of class for journalistic reasons by signing out in the Journalism notebook. You need to list your destination, purpose, time you are leaving, and arrival time back into the classroom. Any student who has left the class without signing out will receive an automatic detention. Any student that is found on campus not performing their stated task (essentially goofing off) will be given an automatic detention. Please note, continued abuse of this privilege will result in expulsion from the class.

**X. Grading Weights:**

Homework:	10% (1 a week)
Deadline 1 for Article:	20% (1 an article)
Deadline 2 for Article:	20% (1 an article)
Deadline 3 for Article:	20% (1 an article)
Announcements:	20% (about 2 a month)
In-Class Participation/Productivity:	10% (1 a week)

Grades will be available for viewing via the school’s website on the internet. All students and parents have been assigned a code to access them. At the latest I will post grades from the previous week on the following Monday morning.

I can be reached by e-mail at [sharoncoffee@libertychristian.org](mailto:sharoncoffee@libertychristian.org) or by calling the school’s office at (714) 842-5992. My conference period is 3<sup>rd</sup> period from 9:45-10:30 every day. Appointments can be made by either contacting the school office by phone or contacting me by email.

As always, please keep in mind that whatever you put into this course is what you will get out of it. I am looking forward to a great year,

Mrs. Coffee

**Please complete the following contract with your parent and return on: \_\_\_\_\_**

**Agreement Policy**

*I agree with and will comply with all classroom expectations and polices/procedures*

---

\_\_\_\_\_  
**Student's Name (print)**

\_\_\_\_\_  
**Class Period**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent's Signature**

**Student's Contact Information**

**Best Contact Information for Parents**

(e-mail) \_\_\_\_\_

(e-mail) \_\_\_\_\_

(phone) \_\_\_\_\_

(other) \_\_\_\_\_