

**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. A Spiral notebook for interviewing and note-taking or a binder with paper in it - either to be used for Journalism class only please
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. 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 two weeks. 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](mailto: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.**

**V. Broadcast Journalism:**

The Journalism class is also 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 in class the day before. 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.

**VI. 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 or announcement sheet. 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 for that week are complete and turned in. It is suggested you always bring something to work on to every class.

**VII. 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.

**VIII. 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. Keep in mind that you get an in-class participation/productivity grade every week, so make sure you are always busy and working on something.

**IX. Grading Weights:**

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 2-4 a month)
In-Class Participation/Productivity:	20% (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.

- X. I can be reached by e-mail either at [sharoncoffee@libertychristian.org](mailto:sharoncoffee@libertychristian.org) or at [sharoncoffee1@gmail.com](mailto:sharoncoffee1@gmail.com). My conference period on M,T,TH,F is 5<sup>th</sup> period from 11:35-12:20, and on W is from 12:35-1:10. Appointments can be made by either contacting the school office (714)841-3816 by phone or by 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 of Journalism

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

\_\_\_\_\_  
**Parents' Names (print)**

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

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

**Student's Contact Information**

***Preferred Contact Information for Parents***

(e-mail that you often check)

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

\_\_\_\_\_

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

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

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Please return this sheet to the teacher once completed. Keep the other pages of your syllabus in your class binder for easy access throughout the school year.