

Newspaper Production

Instructor: Ms. Ryan
Room No.: 948
Telephone: 314-415-7978

Conference Block: Blocks 1 and 8
E-mail: MsRyanPCHS@yahoo.com

Credit: 1 unit Practical Arts credit (1/2 credit for 1 semester)

Prerequisite: Beginning Journalism, teacher approval

Course Description: The goal of this class is to publish at least six newspapers (possibly as many as nine). The fundamentals of news, editorial, sports and feature writing combined with layout production, graphic, and photo techniques are included in the course. Students keep the school community informed through the publication of the school newspaper.

Resource Books: Staff Manual; *High School Journalism*, *Writing and Editing School News* and *Scholastic Journalism* texts are available for reference.

Supplies needed:

Binder with folders: You will use this binder to keep notes, your style guide, Corral phone directory, hand-outs, calendar, story/ working drafts, etc.

Reporters' notebook: Available in the school store for \$1.00

Journalism hall pass: can be purchased in the school store for \$5.00

Grading Scale: 97-100 ~ H* (by contract only) 90-100 ~ A 80-89~B
70-79~C 60-69~D 59-0~F

*Editors may opt to take this course for an "H," but must complete and sign an 'intent' contract and proposal with adviser within the first two weeks of the semester.

Components of Grade: class assignments, semester projects, class participation/teamwork, beats, story ideas, writing and revision work (photographs for photographers), ability to meet deadline, event attendance; this will be a part of your grade each issue.

Deadlines: If a student misses a copy deadline, the student's issue grade will be docked 10% for each day the assignment is late. Late work is defined as those assignments not ready at the start of class according to deadlines established in the semester calendar each student receives.

Make-up Work: If absence is excused, the work is due the day the student returns to class. Work assigned the day the student is absent is due on the second day the student is back in class, with the exception of lengthy extended assignments.

Absent Policy: If you are absent on a deadline day, you must be certain that your story, ad, photo, graphic, etc. is brought to school. Missing a deadline can result in a delay of the paper, which will not only affect your grade, but may also keep your work from being published.

Tardy Policy: Consistent tardies (3 or more) will result in a "U" in citizenship and/or detention/ discipline referral.

Extra Credit Policy: Additional advertising sales or other proposals will be considered on an individual basis.

Take Note! *the Corral*, page 2

★ ATTENDANCE ★

- ★ ALL STUDENTS WILL REPORT TO THE CLASSROOM SECTION OF THE ROOM(S) AT THE BEGINNING OF THE HOUR FOR ATTENDANCE AND ANNOUNCEMENTS.
- ★ Attendance will be taken at the beginning and end of each class period. Staff members must receive permission from Ms. Ryan (or an editor in chief, when Ms. Ryan is unavailable) to leave the classroom for any reason.
- ★ After obtaining permission to leave the room, the staff member should sign out on the sign-out sheet and upon return to the classroom sign back in. Staff members must use their lanyard IDs as hall passes or we may lose our open access privileges.
- ★ When going off campus, staff members must have turned in a signed journalism contract to the adviser and must report back to the classroom before the end of the class period. When leaving campus, staff members should display their ID badge and lanyard (journalism and school IDs). Staff members are not allowed to leave campus when Ms. Ryan is absent.
- ★ Staff members must always report back to the classroom and sign back in before going to the next class or going home.
- ★ When off-campus on school time, school rules still apply. You are representing Parkway Central and the Corral, so be on your best behavior. The repercussions of any failure to follow school rules while off-campus will be determined by the adviser and a principal.
- ★ Periodic checks will be made to determine if staff members are in his or her designated location. Consequence: The staff member will have his or her privileges revoked for one week. If behavior continues, more severe consequences will be pursued.
- ★ When out of the room during class time, remember you are representing the publication staff. Therefore, proper behavior is very important. If a teacher, principal, or any adult in the building has a complaint with your behavior or attitude, I will support them 100%. This means you will lose out-of-the-classroom privileges.

★ COMPUTERS AND PRINTERS ★

- ★ Staff members may use the computers for other assignments. However, PUBLICATIONS WORK ALWAYS HAS PRIORITY (Yearbook and Newspaper). The printers are for publication use only.
- ★ ABSOLUTELY NO SODA OR OTHER BEVERAGES ALLOWED BY THE COMPUTERS..
- ★ Do NOT DOWNLOAD anything onto our computers. You may ask the adviser permission if the download is reasonable.
- ★ Any notes, pictures, disks, etc. left in the computer area will be thrown away at the end of the day. So, it is important that you put your stuff away and clean up after yourself.
- ★ Everyone is expected to keep all areas neat and tidy, including computers, classrooms, and any workspaces. No one will be dismissed from class until all the rooms are neat.
- ★ PHONE USE: Adviser phone is off-limits. Use the phone in the computer lab to conduct all publications business. Don't use this phone or a cell phone for personal business during class.

Take Note! *the Corral*, page 3

WARNINGS AND CLASSROOM MAINTENANCE!!!

- ★ Candy is permissible if no trace is left behind. If I see debris then absolutely no food will be allowed.
- ★ **STAFF MEMBERS ARE NOT ALLOWED TO LEAVE THE ROOM EARLY TO GO TO LUNCH, TO GO TO THEIR NEXT CLASS, OR TO GO HOME AT THE END OF THE DAY!!**

WORK SUBMISSION PROCEDURE

- ★ Final and 2nd drafts must be typed and spell checked before handed in to copy editors, page editors, editors and the adviser. All copy must be consistent with the correct Corral style. We will not read copy with numerous spelling and/or style errors. It is your responsibility to learn style and to correct mistakes. Anything less is irresponsible journalism and will not be tolerated.
- ★ All copy must be on a disk, properly labeled with the correct slug (no cutesy or obscene labels). **Make a backup disk in order not to lose something important.**
- ★ All facts and quotes must be verified and correct. We will not print erroneous information. You will be penalized if this is a problem you do not correct immediately. All work must be original and outside sources must be cited. Plagiarism is unacceptable and will result in unpublished work or a zero grade for the issue.
- ★ You are to turn in all copies of your stories or artwork. Do not throw away anything until I give you permission to do so (including interview notes, ad receipts, etc.)
- ★ I will not accept any copy unless all corrections have been printed and stapled to the final copy. You must have all rough drafts stapled and turned into me if you want a grade. This is how I not only determine your grade, but it is also how I determine the editors' grades.

AD STAFF

- ★ Each person on this staff must sell **at least five ads per issue** and assist in designing ads on the computer and helping the business manager. Part of your grade is determined by how many ads you sell.
- ★ Each person must help in filling newspaper subscriptions and selling ads. Each person on this staff must also assist other staff members in collecting information for stories, etc.

OTHER STAFF

- ★ See staff manual for in-depth job descriptions and requirements.

WHO'S THE BOSS? ME, THAT'S WHO.

When Ms. Ryan is out of the room, the substitute is the Boss. The sub. will generally confer with the editor-in-chief about procedures — NOTE: the sub. will have a copy of these guidelines. If Ms. Ryan is out of the room but there is no sub. (sometime I may have to be elsewhere in the building), the editors in chief are Boss.

ALL DETENTIONS ASSIGNED BY A SUB. WILL BE HONORED.

CHAIN OF COMMAND:

MS. RYAN → SUBSTITUTE → EDITOR IN CHIEF