De Anza College
JOUR 62 A-E, Student Media Freelancers, spring 2025

Course and Contact Information

Instructor/adviser:	Farideh Dada *(she, her, hers)*
Email:	dadafarideh@fhda.edu (preferred)
Telephone:	408-864-8588
Course:	JOUR 62 A-E, Student Media Freelancers, one unit each

Duration:	April 7 – June 22 This is an online course with **four** in-person meetings on April 10, April 24, May 8 and May 29 From 3:30 p.m. to 4:30 p.m.
Office Hours and Locations:	Tuesday 12:45 p.m. to 1:30 p.m. in L41, La Voz newsroom or on Zoom upon request Thursday 2 p.m. to 3:30 p.m. in L47, Language and Communication Village in the red **L4 building** on this map
Newsroom Hours:	Tuesday/Thursday from 11 a.m. to 4 p.m. Students are encouraged to spend a few hours in the newsroom lab each week to work with editors, complete assignments and contribute to newsroom operations. This helps them stay on track with their work. The newsroom facility is also available for borrowing photo, video, podcast and graphic art equipment and using Mac computers. Coffee and snacks are available for students to enjoy in the kitchen area.

Mandatory orientation: You are required to attend the first meeting — our orientation — or risk being dropped from the course.

- ➤ Thursday, April 10 at 3:30 p.m. in L42
- ➤ **Note:** Let me know ASAP if this day/time doesn't work for you.

Voluntary attendance: You're welcome to attend the student media production class, JOUR 61, to meet the La Voz staff and editors and sit in on the lectures.

Days/Time:	Tuesday/Thursday (April 8 – June 17), 11:30 a.m. to 12:45 p.m.
Classroom:	Tuesdays: Live on campus in L42. Thursdays: On Zoom
Zoom info:	https://fhda-edu.zoom.us/j/85038163729?pwd=89DAwFRUNRUmY4G48DgTs5rOoApkbX.1

Meeting ID: 850 3816 3729
Passcode: 551120

Counselor for journalism major: Trisha Tran is a Career Resources counselor who specializes in counseling for journalism and other career training majors. Visit Career Resources Counselors.

Course format

These courses are online with four scheduled class sessions. On-campus presence is required for most assignments. If you cannot be on campus, you have to let the instructor and the student editor know as soon as possible, so that they will make arrangements.

Course description

These hands-on classes help produce La Voz News media – print, video, web and social media: Facebook, Instagram, X , BlueSky and TikTok. Students receive assignments from student editors, create media content and see their work published. Much of your work is independent.

General links

- Mental Health Resources for Students
- Majoring in journalism or public relations?
- Academic Integrity
- Student code of conduct
- Disruptive Behavior

Student Learning Outcomes

- **JOUR 62a:** Develop news, feature, sports or opinion stories for a student media outlet, suitable for publication or presentation. Demonstrate the ability to complete assignments within specified deadlines.
- **JOUR 62b:** Complete news photography assignments suitable for publication or online presentation following ethical and journalistic guidelines. Demonstrate the ability to communicate effectively and complete assignments within specified deadlines. Develop and propose ideas for photographic assignments for student news media.
- **JOUR 62c:** Develop video stories for student news media, suitable for online or broadcast presentation. Demonstrate the ability to complete assignments within specified deadlines. Develop and propose suitable ideas for video assignments for student news media.
- **JOUR 62d:** Develop digital content for a student media suitable for online presentation. Demonstrate the ability to communicate effectively and complete assignments within specified deadlines.
- **JOUR 62e:** Develop graphic content for a media outlet, suitable for publication or online presentation. Demonstrate the ability to complete assignments within specified deadlines.

Please note: JOUR 62a-f classes (two courses) are required for De Anza's JOUR A.A. degree.

What is La Voz News?

- A First Amendment student publication that includes La Voz News online and print publication along with social media and video content. Students create and control all content.

- A historical record of life at De Anza College, going back to the college's founding in 1967.
- A business. We sell ads and are accountable to the advertisers for publishing them.
- A student activity. La Voz News media and the students who produce it are an integral part of life at De Anza College.

Social media

[Facebook](), [Instagram](), [X](), [BlueSky]() and [TikTok]() are social media platforms used by La Voz. These are used to promote online content and for breaking news. Staff members should regularly "post" new work and "like" and "share" La Voz stories on these pages as well as on their own social media pages.

Course requirements

These courses are unique in that students receive their assignments from the student editors of La Voz News rather than from the instructor. Students are required to:

- Pitch story ideas to editors and/or request available stories and assignments.
- Log in to Canvas at least once per week and post 10 weekly check-ins/self-evaluations. Absence in Canvas for two weeks may result in being dropped from the class.
- Specific requirements vary by course section and assignment.
- Complete readings, discussions, assignments and quizzes in Canvas as assigned.
- Receive content assignments from editors in **FLOW** . Do not create content before it's been assigned/approved (exceptions are breaking news and short videos or photos for social media).
- Behave in a professional manner, complete assignments by deadline and stay in contact with editors.
- Spend an average of three hours per week on JOUR 62 work. Content estimates:
  - **62a – Reporting** – Four or more interview-based story assignments.
  - **62b – Photography** – Four or more photo story assignments.
  - **62c – Video** – Four or more video assignments.
  - **62d – Digital** – Four or more hours per week for our website/social media needs and/or produce four complex digital contents.
  - **62e – Graphics** – Four or more sophisticated graphic assignments.

Print issue dates

You will produce two print issues of La Voz News. Issue Dates: May 6 and June 3. This means that the newspaper pages should be sent to printer Folger Graphics no later than May 1 and May 29. Deadlines are final.

Examples of assignments:

- Examples of [Long-form](#), [investigative](#) or [in-depth](#) news story.
- Examples of interview-based articles: Campus [News](#) articles, [meetings](#) articles, [sports game](#) stories, [feature](#) articles, [profile](#) articles and [art and entertainment](#) articles.
- Examples of articles without interviews: [Opinion](#), [personal opinion](#), [column](#) and [review](#).
- Examples of short-form articles: [Humans of De Anza](#) (one interview), [DA Voices](#) (6+ interviews), [announcements](#) and [How-to](#) articles.
- Examples of other types of assignments: [Photo essay/photo spread](#), [podcasts](#), [videos](#), [illustrations](#), [infographics](#), [newspaper design](#), standalone social media posts with photos, graphics, video: [TikTok video](#), Instagram [video](#) and [multiple slides](#), etc.

Item	Number	Points per	Total
Quiz – handbook and syllabus	1	50	50
Weekly Reports and news analysis	10	10	100
Specialty Assignments and mini courses (different for JOUR 62a, b, c, d and e)	2 or more	50-100	100
FLOW reports **Assignments in FLOW that are published in La Voz** by: April 27, May 18, June 8 and June 22 (on time, followed guidelines)	4 or more	100-250	700
Questionnaire, end-of-quarter/final report	2	25	50
Total			1,000

Assignments will be evaluated based on **journalistic standards -- timeliness, ethical use of sources and professionalism.** Stories and videos must quote **three or more sources** unless the editor assigns otherwise. **Photos must include cutlines** (captions) with names and positions/titles of visible subjects. Source names include **first and last name plus age and major** for students or **positions/titles** for faculty/staff. **AP style** should be followed in all work.

950-1,000 = A	900-949 = A-	870-899 = B+	840-869 = B
800-839 = B-	760-799 = C+	700-759 = C	0-699 = no pass

Please note: To earn an A+, students must have perfect attendance and participation in addition to earning 1000+, not including extra credit. To pass with a C, you need 700 points.

In some cases, we might be able to substitute assignments.

More on grading

Thirty percent of the grade is cumulative "work habits." If all assignment points are earned, but professional attitude was missing or a positive work habit was not adopted, you will lose **30 percent of the total grade**. Performing your job with a professional attitude will result in a good grade. Consistency, progress, commitment, professional behavior, meeting deadlines, initiative and publishable assignments are required to earn a good grade. Students who are uncooperative and do not follow editors' and/or adviser's instructions get docked. To earn full points on production assignments, follow instructions, submit assignments, including the ones on Canvas and FLOW, by deadline, follow AP style and stay in contact.

NOTE: You cannot submit series of assignments together and expect credits for all. Your consistent and continuous contribution to La Voz News is needed. You have to publish at least one work BEFORE each of these dates: April 27, May 18, June 8 and June 22.

Extra credit / Bonus points

Selling ads, helping editors, planning events, recruiting students for next quarter, attending JOUR 61 class, taking additional photos, short videos and blurbs for social media will give you extra points (10-50 points).

Staff handbook

You can find many style basics in our AP/La Voz Cheat Sheet.
Please review the staff handbook available in both written and video formats.

Canvas

Canvas is De Anza's online class management system. The site includes how-to's and links to other resources you will need for JOUR 62. You will complete the quiz in Canvas, as well as post Weekly Check-ins / Self-Evaluation. Please **do not turn off notifications** on Canvas, but rather manage how many you get by going to **Settings – Notifications**. Most assignments should be turned in through a **Google Doc** on FLOW**.**

Journalism conference and awards

Your best work might receive awards. The best of La Voz work will be submitted to three prestigious journalism organizations to be judged. Students in the past have received many awards. The staff will have the opportunity to participate in two conferences per year: One is a one-day conference in fall quarter and the other one is a three-day conference in winter quarter. For more information, visit Journalism Association of Community Colleges or Associated Collegiate Press websites.

Important dates

April 7: First day of spring quarter
April 20: Last day to add 12-week classes
April 20: Last day to drop classes without a W
May 12: Summer registration begins
May 24-26: Memorial Day Weekend - no classes, offices closed
May 30: Last day to drop classes with a W
June 19: Juneteenth Holiday - no classes, offices closed
June 23-27: Final exams
June 29: Graduation

Reading

Reading is a major part of the course and a habit of journalists. Good writers are good readers. De Anza students have free access to the major U.S. dailies through the ProQuest database. The best way to browse for a particular publication, for example the Wall Street Journal content, is to click on "Publications" above the search box, then select Wall Street Journal to access articles from the current day.
The De Anza Library **has free access** for current students / faculty to the New York Times. Go to the library, Newspaper databases page and click on The New York Times. At the next screen, log in with your Portal IDs. On the next screen, create an account.

Highly recommended textbooks

We provide you with the staff handbook in both written and video formats.

The course does not require you to purchase textbooks, but the following books are highly recommended.

AP Stylebook, known as The Journalist's "bible," Perseus Books Group; Revised Updated edition (preferably the most recent edition, 2024-2026, 57th edition)

Journalism of Ideas
By Daniel Reimold

Dynamics of News Reporting and Writing: Foundational Skills for a Digital Age
By Vincent F. Filak

The Elements of News Writing, James W. Kershner

The Student Newspaper Survival Guide, Rachele Kanigel

Inside Reporting: A practical guide to the craft of journalism, Tim Harrower

Newspaper Designer's Handbook, Tim Harrower

Associated Press Guide to Photojournalism, Brian Horton

Feature and Magazine Writing: Action, Angle and Anecdotes, David E. Sumner and Holly Miller

Feature Writing: The Pursuit of Excellence, Edward J. Friedlander and John Lee

Telling True Stories, Mark Kramer

Writing and Reporting News: A Coaching Method, Carole Rich

Reporting for the Media, John Bender, Lucinda Davenport, Michael Drager and Fred Fedler

News Reporting and Writing, Melvin Mencher

Broadcast News Handbook, C.A. Tuggle, Forrest Carr, Suzanne Huffman

How to Shoot Video That Doesn't Suck, Steve Stockman

These books are good references for nearly everything you will encounter in this class, including writing, editing, photography, videography, broadcasting, etc.
Also, read news on a daily basis.

Withdrawal/drop policy

It is the responsibility of the student to formally drop a class. You should not rely on the instructor to drop you from a class, but you may be dropped if you have a two-week absence from the Canvas course. **Please consult with your instructor before you drop the course.**

Academic honesty policy

Original work is required for this class. Papers from other classes, your own past writings or AI-assisted work are not accepted. Journalists have only one thing to offer: credibility. Making things up – quotes, people in stories, facts – and stealing the words of another writer or failing to

give proper attribution to information obtained from other sources are deadly sins in journalism. The instructor may cross-check story submissions. There is a zero-tolerance policy in this class regarding plagiarism, fabrication and cheating.

Plagiarism: To plagiarize is to "steal and use (the ideas and writings of another) as one's own." Even using your own writing from the past instead of the required assignments for the current quarter is considered plagiarism. Plagiarism (copying work or cheating) is grounds for probation and/or suspension from the college. Any student who cheats on an exam, plagiarizes from somebody's work or lifts information from sources without citing those sources will receive a 0 for that assignment and a grade no higher than a C for the course. It means an A will change to a C, a B will change to a D and a C will change to an F. If you are uncertain about the college's policy on academic misconduct, please refer to the [Academic Integrity](#) section. An online site about plagiarism with suggestions on how to avoid it is available at the [Purdue University Online Writing Lab](#).

Fabrication: The use of composite or imaginary situations or characters in not allowed. Occasionally a columnist may use such an approach in developing a piece, but it must be made clear to the reader that the person or situation is fictional.

Confidentiality and Ethical Conduct: Participation in class discussion platforms, including but not limited to Slack, Flow, Canvas, Discord and other forums, is a privilege granted solely for the purpose of fostering open communication and collaboration among class members. It is expected that all discussions and interactions within these platforms and in the class remain confidential and not to be shared outside the class without explicit consent.
Any unauthorized sharing or dissemination of class-related information, including but not limited to screenshots, conversation excerpts or identifiable details about fellow classmates, is strictly prohibited and constitutes a breach of trust and ethical conduct.
Violation of this policy will result in immediate removal from all online platforms associated with the class, including group messaging, Canvas, Flow, Discord and Slack. Additionally, disciplinary action may be taken as per the institution's academic integrity policies.
By participating in class discussions and utilizing these platforms, students agree to uphold the principles of confidentiality and ethical conduct. Remember, what happens in the newsroom stays in the newsroom.

Journalistic ethics:
You are expected to be honest. In this course, that means you should not turn in any work that is not your own, invent sources, mislead sources or invent quotes or sources. Even any work that was your own but was produced before this quarter or produced for other classes or other purposes is not acceptable. Examples of journalistic plagiarism and integrity lapses:
- Copy/pasting stories from online sources.

- Making up fictitious sources.
- Interviewing people by email/text unless absolutely necessary and received permission from your instructor first. **These are not genuine interviews!**
- Interviewing your friends or family members, unless explicitly told and got permission from your instructor for a specific assignment.
- Telling sources the story you're writing is "just for a class" or it "won't be published." You will have a better learning experience if you take yourself and your work more seriously.
- Using quotations from unnamed sources.
- Manipulating quotes, photos or other visuals.
- Using social media to get quotations for a story unless you can verify people's identity, you explicitly told and got permission from your instructor for a specific assignment.
- Using AI in doing your assignments. While it's important for journalists to understand the role of AI and its benefits in the field — such as using it to practice interview techniques, brainstorm questions or help make sense of complex official documents — you should not rely on AI to write your assignments. Authentic journalism requires critical thinking, original reporting and the development of your own voice. All written work must reflect your individual effort, research and perspective. Using AI to generate content for your assignments is not acceptable and will be treated as a violation of academic integrity. Without prior permission and consultation with your instructor, using ChatGPT or any other AI tools is not allowed.

Accuracy of stories

To ensure students accurately report and write information from sources, I may randomly check facts and send out accuracy surveys to the people named as sources in stories. The surveys may include questions such as:
- Was the story fair and accurate?
- Were your name and title correct?
- Were you quoted or attributed accurately?
- Did the story omit any information you believe was important to full understanding of its content?
- How did the reporter conduct the interview? In person, by email or conference call?

Professionalism

The college will enforce all policies and procedures set forth in the Standards of Student Conduct (see catalog). Any student disrupting the class, may be asked to leave that class. Administrative follow-up may result.

- **Online and communicating with classmates and editors:** Observe professionalism, respect and etiquette in your communications with classmates, editors and adviser.
- **In the La Voz lab and office:** Students should do their part to keep the La Voz lab, office and break areas professional and welcoming. The area is for journalism students only; if anyone else is present please tell the adviser immediately. Clean up

after yourself. Avoid disturbing others with music, loud voices, singing, humming etc. Avoid using language that could reasonably be construed as sexist, racist, ageist or intolerant of LGBTQ people or persons with disabilities. If you experience discomfort in the lab or office, **please see the adviser.**

- **Sexual harassment:** Creating a *hostile or offensive work environment*. As defined by the U.S. Department of Education, "Hostile environment harassment occurs when **unwelcome** conduct of a sexual nature is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student or even someone visiting the school, such as a student or employee from another school." If you feel that you are being sexually harassed, **please see the adviser**.

Zoom etiquette:

- Professionalism is a must.
- Join using a computer or a laptop, but not a phone.
- Join early – Up to five minutes before the meeting starts.
- Have your video on throughout the meeting.
- Use your real name to be admitted to the class
- Write your name in the chat box and say hello once you join
- Write your name in the chat box and say bye once you leave
- Mute your microphone when not talking.
- Find a quiet space without interruptions and background noise.
- Have a plain background – avoid virtual backgrounds. They might be distracting or inappropriate.
- Avoid backlight from bright windows behind you.
- Avoid doing other tasks, including checking emails, texting, shopping, eating, sleeping, driving, etc.
- Leave your phone away from you, so that it won't be distracting.
- Wear appropriate clothes.
- Do not eat or drink during the meeting.
- Do not bring your pets, children or anyone else to the Zoom meeting.
- Be prepared, have a pen and paper ready and take notes.

Student support services

- Guide to Student Services: https://www.deanza.edu/services/
- De Anza Villages: https://www.deanza.edu/villages/
- Health and Crisis Hotlines: https://www.deanza.edu/healthservices/wellness/hotlines.html
- Title IX: http://www.deanza.edu/titleix/
- Pride Center: https://www.deanza.edu/pride/
- Men of Color: https://www.deanza.edu/mc2/
- De Anza Connect: https://www.deanza.edu/counseling/connect.html

- Undocumented Students: http://www.deanza.edu/students/undocumented.html
- HEFAS website: https://www.deanza.edu/hefas/

Emergency and police

- Emergency Information: https://www.deanza.edu/collegeops/emergencies/
- Campus Police:
    - From a campus phone: Dial 9-1-1
      (You don't need to dial "9" before calling 9-1-1 from a campus phone.)
    - From a mobile phone: Call 408-924-8000
    - For non-emergencies: Call 650-949-7313 or dial extension 7-3-1-3 from campus phones

Academic resources:
- Admissions and Records: http://deanza.edu/admissions/index.html
- Academic Calendar: http://www.deanza.edu/calendar/
- Bookstore: http://deanza.edu/bookstore/
- Online Education Center: http://deanza.edu/online-ed/
- Faculty and Staff Directories: http://deanza.edu/directory/
- Final Exams: http://www.deanza.edu/calendar/finalexams.html
- Library: http://www.deanza.edu/library/
- Affordable texts and materials: http://deanza.edu/academic-services/oer/
- Registration Instructions and Guide: http://www.deanza.edu/registration/
- Student Success Center: http://www.deanza.edu/studentsuccess/
- Student Resource Hub: https://www.deanza.edu/online-ed/students/index.html
  onlineeducation@deanza.edu

Community resources
- Billy de Frank LGBT Community Center: http://www.defrankcenter.org/
- Domestic Violence Hotline: 1-800-799-7233, 1-800-787-3224 (TTY), https://www.thehotline.org/
- Second Harvest Food Bank: http://www.shfb.org/
- SIREN (Services Immigrant Rights & Education Network): http://www.siren-bayarea.org/

Other resources
- **Information Literacy Videos:** Some short information videos have been produced though the creative contributions of the Speech Communication Department, the Library and the Office of Communication. The videos are available on the De Anza College YouTube site: https://www.youtube.com/user/DAWebTeam
- **Purdue Online Writing Lab (Purdue OWL)**: https://owl.purdue.edu/owl/purdue_owl.html

Students with disabilities: Students who have been found to be eligible for accommodations by Disability Support Programs and Services, should follow up to ensure that their accommodations

have been authorized for the current quarter. If you are not registered with DSPS and need accommodations, please go to the DSPS office in the Registration & Student Services Building – Room 141 for information on eligibility and how to receive support services. You can also visit online at https://www.deanza.edu/dsps/ for additional information.

Student Success Center

Need help with this class? You are not alone.

Student Success Center peer tutors can relate and are ready to help! Visit the SSC homepage and click on the yellow links for on-campus schedules and Zoom links.

📚 **Tutoring:** Drop-in or sign up for weekly sessions. Come with assignments or questions or just stop by to check it out.

🌟 **Workshops:** Skills Workshops on a variety of topics — managing stress, anti-procrastination, study tips and tricks, finding resources and community at De Anza and much more!

👥 **Group tutoring and group study:** Connect with classmates and others learning the same material. Most people learn better with others ... give it a try!

💻 **Support for online learning**: Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies to stay on track with less stress.

🌙 **Need after-hours or weekend tutoring?** See the Online Tutoring page for information about NetTutor (accessible via Canvas).

Please click to Join SSC Resources Canvas ! This is a great source for reminders about tutoring and workshops and links to De Anza-specific curated resources for many subjects.

Questions? Contact Diana Alves de Lima alvesdelimadiana@fhda.edu, Melissa Aguilar aguilarmelissa@fhda.edu or the appropriate SSC contact.

Studies show that students who participate in tutoring, group study or workshops for three or more hours succeed at much higher rates than those who do not.

Career Resources

The Career Resources office offers workshops and resources to assist students in choosing a major, finding a job or planning a career. You can use the online scheduler to arrange an online meeting with a Career Resources counselor.

Visit your village

At De Anza, you can find academic and social support through your Guided Pathways Village . Each Village Space is a place on campus where you'll find a community of students, faculty and staff members who share your interests, along with events, services and resources that are relevant to your major. The Villages are a great starting point for the whole college experience:

- Each Village offers events and fun activities keyed to your major and related subjects.
- Each Village has space for you to study alone or in groups.
- Each Village has charging stations, books and games
- Each Village has student ambassadors, instructional faculty and counselors available to help you.
- Each Village has Support Service professionals and information to help you find the support you need.
- Each Village can be reserved for club, group or class use, so if you belong to a group looking for a great space to have meetings, you can reserve your space and time.
- Villages are generally open from 10 a.m. to 3 p.m., Monday through Thursday, but there are also special event hours, so check with your Village!

There are also virtual Villages where you can find relevant information and services – including degree and transfer maps, which can help you save time and make steady progress toward your goals. If you don't yet belong to your Village, join yours today!

Courtesy/equity

It is important to respect your instructor/adviser and your classmates, despite disagreements. In the discussions, I expect students to be professional and courteous, to listen to one another, and to show tolerance and respect for varying viewpoints. Students who exhibit inappropriate behavior will be docked points and/or excused from the class. All persons, regardless of gender, age, class, race, religion, physical disability, sexual orientation, etc., shall have equal opportunity without harassment in this course. Issues can be discussed in confidentiality with the instructor.

Read the "Agreement" carefully!

Agreement

- Professionalism is a must. You must respect your adviser, your fellow classmates and the community. You must be open to learn and be receptive to criticism.
- By signing up for this class, the student grants La Voz News permission in perpetuity to use any material produced for this class in any form -- print, online, on its website, in social media or to promote the student news media or the Journalism Program – anytime. This includes all material created for this class (published, unpublished, tutorial, etc.).
- La Voz reserves the right to use your name and your pictures online, in print, on social media, in advertisements, etc., now and/or in the future.
- Your contact information will be distributed among your fellow classmates and La Voz freelancers and contributors.
- You are not permitted to manipulate, modify or remove posted or published work on any La Voz platform. Factual errors must be addressed through a correction/editor's note, which can only be issued after discussions with the instructor and the editorial board.
- Anyone not enrolled in the class is not allowed in the classroom.

- All material for publication runs first in La Voz News (print or online) before any other publications.
- Assignments **MUST** be assigned or pre-approved by the editor-in-chief, managing editor, section editors and/or the adviser.
- You introduce yourself as a representative of La Voz News ONLY during the quarter, even if you plan to return next quarter, you are not a representative of La Voz during the break.
- The students' work is the property of La Voz News. La Voz has unlimited right to sell or use the students' work in ads or elsewhere.
- By signing up for this class, students understand, accept and agree to every policy on this syllabus. That covers professional conduct, plagiarism, absenteeism, copyright, AI, cellphone – everything. You must follow instructions.
- The equipment and supplies of La Voz are used for production of the publication or related educational projects specifically approved by the adviser. Only La Voz students may use the facilities, equipment and supplies of the newsroom.
- There are cameras, recorders, mics, laptops, etc. to be checked out. Students are responsible to return the loaned items in the same good condition. If the tools don't function well, after they are returned, or they are lost/stolen, etc., students are responsible for replacing the exact items or paying the equivalent. Police report should be filed. Otherwise, a hold will be placed on your record and other needed measures will be taken.
- The newsroom cannot be open beyond scheduled times. Production **must be** completed within that time. Do not ask for an extension.
- As part of the requirements of this course, you need to recruit staff members by distributing flyers, doing presentations, promoting the course on social media, etc.
- You are responsible for your own learning. Read the syllabus and the staff handbook carefully and take notes in the class.
- You are required to have consistent and continuous contribution to the publication.
- Your work might be viewed/critiqued/edited by anyone, and the final version of assignments will be published, which is viewable by public.
- In some cases, we might have live edit sessions, when students' assignments are reviewed by the peers, the instructor and/or guest speakers in class or on Zoom.
- Your work is finished when the final product is finished. Teamwork is essential.
- If you don't have a contribution to the print issue, your name will be removed from the staff box.
- Your work will be published with your image and legal name, stated on the roster.

Please note:

- ✓ *This syllabus, including the grade chart, is subject to change at the discretion of the instructor and/or college.*
- ✓ *Continued enrollment in this course assumes that you have read and understood the information outlined in the syllabus and agreed with the terms and conditions.*
- ✓ *Your adviser is here to help you succeed in your journey. Don't hesitate to reach out if you need additional support or guidance — I'm here to help!*

Good luck!