How do I contact you outside of class?
You can e-mail me at pachterm@palmbeachstate.edu or call me at 868-3073. You can also visit me in my office (TL 101) during my office hours, which are posted outside my office and on my faculty homepage.

Do I really need to read?
Absolutely! While we don’t have a book, you are expected to read articles provided through the course Lib Guide. You must submit “prep” work at the start of each class (listed on schedule). This preparation work is worth 20 percent of your grade in this course. You can access the Mass Media Lib Guide at: http://palmbeachstate.libguides.com/Spring_2016_pachtermassmedia

Do I really have to show up to class?
Of course! If you aren’t in class, you are missing valuable class discussion, activities and workshops. The college says you can miss up to 10 percent of a course, which means that you can have up to three absences. But be careful – you’ll still be held accountable for any work due and you can’t make up participation! I expect you to be on time and to stay for the entire class period. Three tardies/early dismissals will count as one absence. (And if you miss more than 30 minutes of a class, it’s an absence.) For each absence, you will incur a penalty of three points (deducted from your participation points). Absences beyond those permitted will result in a penalty of ten additional points for each absence. If you stop coming to class, it is your responsibility to withdraw (deadline is 3/28/2018). If you just stop attending class and do not withdraw, you will receive a grade of “FX” for the course.

I missed class, what do I do?
First, check the schedule to see what you missed and make sure you come back to class prepared and caught up. Second, you need to provide documentation if you want the absence to be excused. Finally, if you did not submit any work due by its due date/time, then you will need to submit it immediately upon your return to class (half credit if an unexcused absence).

What happens if I’m late submitting an assignment?
Assignments are accepted for full credit only on the date they are due. If you are absent on an assignment due date or have not completed the assignment on the due date, you may turn in the assignment the following class period for a 50 percent deduction.

Can I have my cell phone or electronic devices out during class?
Technology, while a wonderful tool, can be distracting in the classroom. Therefore, all cell phones and electronic devices must be turned off or to vibrate before entering the classroom. Students should not have cell phones out for any reason. Violators of this policy will write a two-page essay reflecting on the issue. This policy includes just having your phone “sitting out” on your desk.

What will I be learning this semester?
This course is designed to give you an overview of basic news writing. We will be covering information gathering and processing, strategies of interviewing, basic and hard news lead composition, basic story structure. You are also expected to learn Associated Press style.

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<th>Component</th>
<th>Points</th>
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<tr>
<td>Participation Points</td>
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<td>Preparation Points</td>
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<td>AP Quizzes</td>
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<td>News Article 1</td>
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*Note on Participation Points: Attendance is only PART of this grade. Participation is more than just showing up to class. You are expected to be actively engaged in every class. Failure to do so results in loss of points beyond absence deductions.

Where can I find course information?
All course information, assignments, Powerpoints, etc. are on the course Lib Guide. Grades are available on Blackboard.

One final note …. These are just some of my policies. You must be familiar with the entire syllabus (which is subject to change). Full syllabus has been sent to your school e-mail address and is available on Blackboard and my faculty homepage. Read it and know your rights and responsibilities!
What are AP Quizzes?
You must take and pass 10 short quizzes to demonstrate your understanding of AP style and form. The style area covered for each quiz is listed on the Lib Guide under Assignments. These quizzes will count for 10 percent of your final grade.

Quizzes will be administered for the first 15 minutes of each Monday’s class ONLY. If you are absent or so tardy you cannot complete the quiz, a 0 will be recorded and counted toward your quiz average. You must receive an 8/10 or above to move on to the next quiz in the series. If you haven’t scored 8/10 after three attempts, the highest score will be recorded and you will be required to move to the next level.

After the midpoint of the term, any student not making sufficient progress on the AP quizzes will take quizzes for the first 15 minutes of every class, not just Mondays.

All necessary information for AP Style can be found in the Lib Guide under the AP Style tab.

Do I have to submit rough drafts of my work?
Yes! In fact, you cannot score above an 80% on any assignment without also submitting a rough draft that has been edited by another student in class. Rough drafts should be typed, printed and brought to class when indicated. Writer will make edits in pencil and sign bottom of draft, then submit to student editor. Student editor will edit in red pen and sign bottom of draft. Rough drafts with all markings must be submitted with all formal article/writing submissions. A failure to submit a rough draft with all markings will result in a 20 percent penalty on the formal assignment.

Please note that if you are absent on an editing day in class, you must arrange to have another student edit your work outside of class.

How do I submit formal writing assignments?
All submissions must be printed copies submitted at the start of the class period listed on your schedule. Issues such as printer not working, out of ink, out of money on Panthercard, etc. are not viable reasons for late submissions – reporters are expected to stick to strict deadlines in the real world. Make sure your rough draft with markings as discussed above is also submitted with final copy.

Submissions must be printed in black ink on 8.5 x 11 standard white paper, with one-inch margins and in 12-point Times New Roman font. Make sure final copy is free of all errors. You will lose two points for every AP style error and one point for every grammatical error (punctuation, etc.), in addition to normal grading.