Computer Applications for Journalists
JOUR 2200, Spring 2010

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Description

Journalism is a highly technology oriented industry. This course is designed to develop the skills necessary to be successful in whatever aspect of the journalism industry you've chosen.

What You Will Learn

The course is divided into classroom discussion and software application instruction. The classroom discussion will focus on theory, design, intellectual property, ethics and electronic networks.

Specifically this course will teach the competencies that journalists use in these digital work environments:
- desktop layout and publishing
- basic web site design, layout and management

You'll have the chance to learn the following software applications as they relate to your sequence:
- Adobe Photoshop
- Adobe InDesign
- Adobe Acrobat
- WordPress
- Video Editing

You will develop projects as pieces of work for your portfolio.

In addition to these technical skills, you will also develop professional skills necessary to your survival and success in both the academic and business worlds. These skills include:
- organization
- deadline awareness
- peer review
- time management
- presentation skills
- constructive criticism

Enrollment Guidelines

For journalism majors, not minors: This is a pre-major class. Enrollment in this class means that you are in pre-major status, not major status. When you have completed this course and others in your pre-major, then you must apply to become a major and therefore have access to upper-level journalism courses. If you have questions about what counts in your pre-major, please see an advisor.

Journalism Course Registration	The Mayborn School of Journalism, in conjunction with the Registrar's Office, has eliminated the need for individual class codes for the majority of journalism courses. Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program; thus, we are unable to maintain the traditional waiting list as has been done previously.
	By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven't taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.
	A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all pre-major courses, and Math 1680 and also have applied for major status. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses. Pre-majors must file a formal application for major status in the final semester of pre-major status to be eligible for early registration of major-level classes in the following semester.
Re-taking Failed Courses	Students will not be allowed to take automatically a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for 12 months. Once you have waited 12 months after failing a course twice, you may make an appeal to the professor teaching the course to be allowed to enroll a third time.
Texts	The non-designers design book, 3nd edition, Robin Williams **(required)**
	Web domain server space (explained first day of class) **(required)**
	In accordance with HB 1096 "A student of this institution is not under any obligation to purchase a textbook from an university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer."
Supplies	USB Flash drive (**2 GB required**, 4+ GB recommended)
	- or –
	External Hard Drive, Mac-compatible
	Macintosh-compatible headphone (recommended)
Portfolio	There are four major portfolio projects in this class. Each project MUST be in the black, 1" portfolio binder when it is turned in. The binder should have your name clearly marked on the outside. Each project should be separated from the other projects by a page divider. (See attached handout)
Office Hours	All instructors will be available before and after class for consultation, and other times by appointment. Our virtual offices are always open, just email and we promise to respond within 24 hours, except weekends. Each section's instructor will give you times she or he is available for office hours.
Class Protocol	Once in the classroom, you'll need to silence your cell phone and keep it packed inside your purse or backpack. When class instruction is occurring, you may not surf the web or check email; if you do so, you will be asked to leave that class and you will be counted absent.
Attendance	This is a hands-on, skills based course therefore it is important to attend every class and to be on time. **One absence** in the course is the limit without penalty toward your final grade, unless you have communicated with the instructors from the beginning about an *extraordinary* problem. Each absence after the first will result in a 5-point deduction from your final grade.
	If you're late to class, it is your responsibility to make sure that you weren't counted absent. Three late attendances will be counted as an absence.

If you miss class, it is your responsibility to keep up with changes in this syllabus and additional assignments.

Evaluation

No late assignments will be accepted. Deadlines are deadlines. Assignments and projects will be given a 0 if turned in later than their due date and time.

If you encounter difficulties meeting a deadline on any project, you need to communicate with your instructor *before* the project is due.

Grammar, spelling and punctuation count, both here and when you get a job. *Spell check your work.* It is at the discretion of the instructor to return assignments containing spelling or punctuation errors ungraded.

In-class assignments are due at the end of the class period. Lab assignments and portfolio projects must be completed by the deadline date noted on the course outline.

Each portfolio project will be allowed one revision. Skills projects will not be allowed a revision.

Extra Credit will be offered at the discretion of the instructor.

Quizzes (6)	10%
1) Macintosh Skills	
2) Weblog Setup	
3) Chap 1-5	
4) Chap 7-10	
5) Web Design	
6) Newsletter Terms	
Print and Web Design Critiques	10%
Photoshop: in-class and lab assignments	10%
Photoshop Portfolio	20%
InDesign: in-class and lab assignments	10%
InDesign Portfolio	20%
WordPress Management	5%
Video Editing	5%
Web Gallery	5%
Presentations (2)	5%

Academic Honesty

When you submit work for this class, that is the same as making a statement that you have produced the work yourself, in its entirety. Plagiarism, fabrication, copyright infringement, and similar uses of other people's work are unacceptable.

Plagiarism, in a nutshell, is using other people's written words as your own. Some people consider the use of 7-10 words in a row, copied from another source, as plagiarism. Be sure to include citations when using other people's writing, because plagiarism is a serious offense in any discipline, especially in journalism. It is a firing offense in the professional world.

Any situations involving potential academic dishonesty will be handled through procedures established by the UNT Office of Academic Integrity. The process also includes the opportunity for students to appeal the outcome. Read specific procedures at http://vpaa.unt.edu/academic-integrity.htm

FPO (standing for "For Placement Only") means just that, and these initials will be attached to images you'll be using from photo stock books and CDs for class work. These images are not available for use in any other circumstance, including work for The NT Daily and real clients, non-profit or otherwise. If you find an image from a stock book or CD that a real client would like to use, then that client must buy rights for that image.

Special Needs

If you require an accommodation based on disability, we would like to meet with you privately during the first week of the semester to ensure that you are properly accommodated.

SETE

The Student Evaluation of Teaching Effectiveness (SETE) is a university-wide online evaluation and a requirement for all UNT classes. The Mayborn School of Journalism needs your input to improve our teaching and curriculum. This short survey will be available at the end of the semester, providing you a chance to comment on how this class is taught. Prompt completion of the SETE will mean earlier access to final semester grades. You're a critical part of our growth and success. We look forward to your input through SETE

Syllabus

Attached is the class outline. It is subject to change if situations demand it. Class time will be primarily devoted to learning software applications; however, other class assignments may be completed during that time after in-class work is complete.

Statement of Student Learning Outcomes, UNT Journalism

Since 1969, the UNT School of Journalism effective has been accredited by the Accrediting Council on Education in Journalism and Mass Communication. This national accreditation also extends to the Mayborn Graduate Institute of Journalism, the only accredited professional master's program in Texas. About one-fourth of all journalism and mass communication programs in the United States are accredited by ACEJMC. National accreditation enhances your education here, because it certifies that the department and graduate institute adhere to many standards established by the council. Among these standards are student learning outcomes, covered by journalism courses in all sequences.

This course, JOUR 2200 in Spring 2010, will help to meet the student learning outcomes that have been checked by your instructor, Christopher Record.

Each graduate must:

4	Understand and apply First Amendment principles and the law appropriate to professional practice.
☐	Demonstrate an understanding of the history and role of professionals and institutions in shaping communications.
☐	Demonstrate an understanding of the diversity of groups in a global society in relationship to communications.
4	Understand concepts and apply theories in the use and presentation of images and information.
4	Work ethically in pursuit of truth, accuracy, fairness and diversity.
4	Think critically, creatively and independently.
☐	Conduct research and evaluate information by methods appropriate to the communications professions in which they work.
4	Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.
4	Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.
☐	Apply basic numerical and statistical concepts.
4	Apply tools and technologies appropriate for the communications professions in which they work.

Syllabus Agreement and Class Contact Form   Spring 2010

By signing this form, I agree that I have read and understood the policies laid out in this syllabus for JOUR 2200 during the Fall semester of 2009. I agree to follow these policies.

Printed: _____   EUID #: _____

Signature: _____   Section: _____

E – mail: _____