

# De Anza College

## JOUR 62 F, Freelance Copy Editing for Student Media, Spring 2023

### Course and Contact Information

**Instructor:** Farideh Dada  
**Office Location:** The journalism lab in L41, in the red **L4 building** on this [map](#)  
Students are welcome to come in and borrow photo equipment, use Mac computers and have a coffee or snack whenever the lab is open.  
**Telephone:** 408-864-8588  
**Email:** dadafarideh@fhda.edu  
**Office Hours:** Tuesday/Thursday 1 p.m. to 4 p.m.

**Required orientation meeting:** If you are new to La Voz News, you are required to attend an orientation meeting or risk being dropped. **RSVP by sending me an email.**

- Tuesday, April 11 on campus, in L41, at 1:30 p.m.
- Tuesday, April 11 on Zoom at 2:30 p.m.

**Note:** Let me know if neither of these days/times works for you.

Zoom info: <https://fhda-edu.zoom.us/j/81281830429?pwd=dThsOkRJM3BIZkdKaGRPTzB3WFAyOT09>  
Meeting ID: 812 8183 0429  
Passcode: 853654

**Voluntary attendance:** You are welcome to attend the student media production class.

Days/Time: Tuesday/Thursday (April 11 – June 22), 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/87520495329?pwd=VTBOKzF6UWpFdkdRU1RXWlpkNmFtUT09>  
Meeting ID: 875 2049 5329  
Passcode: 126941

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

### Course format

This course is fully online with only one required orientation meeting.

### Course description

This hands-on class helps produce [La Voz News](#) media – print, video, web and social media: [Facebook](#), [Instagram](#), [Twitter](#) and [TikTok](#). Students learn the fundamentals of copy editing and receive assignments from student editors.

## Student Learning Outcomes

- Edit copy for student news media following ethical and journalistic guidelines.
- Demonstrate the ability to complete assignments within specified deadlines.
- Demonstrate understanding of copy editing for grammar, spelling, AP style and journalistic conventions.

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 along with social media and video content (and a print newspaper before COVID). 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](#), [Twitter](#) 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

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

- Log in to Canvas at least once per week and post weekly check-ins/self-evaluations to state which stories you edited and how many hours you spent editing.
- Read and complete quizzes in Canvas.
- If two weeks go by without you logging into Canvas, you may be dropped.
- Expect to spend **3-6 hours per week** on reading, quizzes and copy-editing assignments.
- Behave in a professional manner, complete assignments by deadline and stay in contact with editors.
- Receive content/assignments from editors in **FLOW**. Do not create content before it's been assigned/approved.

Item	Total
Quiz	500
Weekly Reports	50
Hands-on copy editing (3-6 hours per week)	350
Intro discussion, questionnaire and end-of-quarter Report	100
<b>Total</b>	<b>1,000</b>

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 the answers to the Five W's, 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.

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+ points, not including extra credit.

In some cases, we might 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.

### **Extra credit / Bonus points**

Selling ads, helping editors, planning events, recruiting students for next quarter, attending JOUR 61 class, writing articles, taking photos, short videos and blurbs for social media will give you extra points (10-100 points).

### **Staff handbook**

You can find many style basics in our [AP/La Voz Cheat Sheet](#). Please review [La Voz News Staff Handbook](#).

### **Canvas**

Canvas is De Anza's online class management system. The site includes how-tos 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** from 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**.

### **Highly recommended textbooks**

We provide you with the [staff handbook](#). 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, 2022-2024, 56<sup>th</sup> edition)

*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.**

### **Journalism organizations**

Your best work might receive awards. Two times per year, the best of La Voz work will be submitted to three prestigious journalism organizations to be judged. Former students have received many awards.

### **Important dates**

April 10: Spring classes begin

April 22: Last day to [add classes](#)

April 23: Last day to [drop classes](#) without a W

May 27-29: Memorial Day Weekend - no classes, offices closed

June 2: Last day to [drop classes](#) with a W

June 19: Juneteenth Holiday - no classes, offices closed

June 26-30: [Final exams](#)

June 27: Final exam for this course

July 1: [Graduation](#)

### **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.

## Plagiarism/academic integrity

Reporting and producing content for media involves seeking information from varied sources. All sources must be attributed news-style. If you cut--and--paste material from the internet or copy information from any other source and don't attribute it specifically, that is plagiarism. Professional journalists who plagiarize are fired and exposed. The instructor will report any plagiarism incident to the Dean of Student Development, and it could appear on your permanent record. The assignment will not fulfill course requirements.

**Fabrication:** The use of composite or imaginary situations or characters is 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.

## 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.
- Use a bathroom before class begins.

### **Courtesy/equity**

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.

### **Support services**

- **Food and other resource:** [De Anza Resources for Basic Needs](#)
- **Disability Support Services** has a mission to ensure access to the college's curriculum, facilities and programs and to promote student success in realizing individual educational and vocational goals. Contact DSS if you need accommodations.
- **Tutoring:** [Student Success Center](#)
- **Counseling:** [General Counseling](#)
- **Counseling for journalism majors** [Trisha Tran,](#)
- [Financial Aid](#)
- [De Anza Library](#)

**Read the “Agreement” carefully!**

### **Agreement**

- Professionalism is a must. You must respect your adviser and your fellow classmates. 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, editors and La Voz freelancers and contributors.
- You have no right to manipulate, modify or take down posted/published work on any La Voz platforms.
- 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 in some cases.
- The students' work is the property of La Voz. 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 – 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. 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.
- 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 in this class and La Voz student publication, and the final version of assignments will be published, which is viewable by public.
- If you don't have a contribution to a print issue, your name will be removed from the staff box.
- Your work will be published with your legal name, stated on the roster.
- Please note: The instructor reserves the right to modify the course schedule, assignments and points. Students will be notified of possible schedule changes.

**Good luck!**

**NOTE: You are responsible to read and understand the entire syllabus.**