

Com291 – Publications Practice Syllabus
Three Rivers Community College, SPRING Semester - 2016
CRN 10640 Wednesday 3:30pm – 6:15pm Room E-121/E-114

Instructor: Kevin Amenta
Email: kamenta@trcc.commnet.edu
Office Hours C-136: Tuesday 4:30-6pm, Wednesday 2-3:30pm

Course Overview: This course is designed to train students to produce the Three Rivers Community College magazine, "The Current." It will involve researching, interviewing, writing, editing, proofreading, photography, and layout skills. This includes all of the pre-press digital imaging work done on the Mac computers using Adobe InDesign and Photoshop.

Learning Outcomes: Upon completion of this course, the student should be able to:

- Use InDesign for page design and layout.
- Use a scanner to digitize images and Photoshop for adjusting of photos
- Properly research and write copy for publication using the "5 W's" method.
- Properly critique, spell check and edit copy for publication using an informed vocabulary.
- Solicit and secure and design paid advertisements for print.
- Interview people and take proper notes.
- Write stories, headlines and cutlines for publication.
- Prepare public relations material for "The Current."
- Understand the legal and ethical concerns when using someone's name or photo in print.

Methods of Evaluation and Grading Policies:

Students are expected to attend the weekly meeting of "The Current" on Wednesday afternoons in E-121/E-114. There will be additional work to be completed outside of class time. Students are expected to keep a record of time they put in working on "The Current" outside of class. Absence from a class will result in a reduction of the student's grade. Students are also expected to solicit ads for The Current and participate in charity events.

80% - Participation and overall involvement with "The Current" operations.

5% - Photograph, label, categorize and accumulate stock photos as assigned.

5% - Solicit potential advertisers and get paid ads for publication.

5% - Individual weekly and in-class assignments.

5% - End of Semester Digication Portfolio.

Make-up work is not possible as this is a publication. Missing deadline or not publishing on time will result in a reduction of the students overall grade.

****The use of cell phones, office phone lines and Mac computers should only be used for "Current" business while in the Current office.**

Attendance Policy: Late assignments or make-up work is not allowed. There is NO extra-credit work! Arrangements to present projects, turn in assignments or take any tests missed because of an absence must be made with the faculty of record *in advance* of the absence.

Projects, tutorials, reports and assignments which are not delivered IN PERSON to class by the posted due date for each will receive a zero for that assignment.

Incompletes: I traditionally do not give Incompletes. They are only assigned when there are extenuating circumstances such as illness that prevent the student from completing the coursework on time. Incompletes *must be approved by the Academic Dean.*

Withdrawal Policy: If you intend to withdraw, you must do so at the Registrar's Office by the college deadline. Non-punitive "W" grades are assigned to withdrawal requests. An instructor's signature is required after the deadline has passed. No withdrawals are permitted after the last class preceding the final exam. Students who do not officially withdraw, but simply stop attending classes, run the risk of receiving an "F" grade for the course.

Class Cancellation Policy: Information about class cancellation due to the weather can be found by Calling (860) 886-0177 or go online to: www.trcc.commnet.edu. If the instructor has to cancel class a note will be placed on Blackboard on the course home page.

Academic Integrity and Plagiarism: Plagiarism and other forms of academic dishonesty will not be tolerated and will result in an automatic failing (F) grade on the assignment for the first infraction and, should it occur a second time, an automatic failing (F) grade for the course.

Students with Disabilities: If you have a disability that may affect your progress in this course, please meet with a TRCC Disability Service Provider (DSP) in Room A-119 as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

Matt Liscum (860) 383-5240	Chris Scarborough (860) 892-5751
Physical Disabilities	Learning Disabilities
Sensory Disabilities	ADD/ADHD
Medical Disabilities	Autism Spectrum
Mental Health Disabilities	

Use of Support Services: The Writing Center/TASC is located in Room C117 (next to the Library). (860) 892-5713 or (860) 892-5769. TRWritingcenter@trcc.commnet.edu.
Online tutoring: <http://www.etutoring.org/>

*** The instructor may change the syllabus, the order of topics and/or the content of the assignment to meet the needs of the class at any point in time.*

SPRING 2016 PUBLICATION SCHEDULE

JAN 27 – Set up office. Contact list for ads. Review the 5 w's of journalism. Review past issues. Decide content and assign which stories/events to cover. Assign stock photography categories. Begin brainstorming on issue #4.

FEB 4 – **Review Individual writing Assignments #1 Due.** Decide point person for each issue. Story outline/rough drafts due.

FEB 10 – All articles, photos and cut lines due. Copy edit all articles. Begin layout of magazine. Place ads on pages.

FEB 17 – Final layout of issue #4 completed. Send to printer for publication and distribution. Begin brainstorming on issue #5.

FEB 24 – All articles, photos and cut lines due. Copy edit all articles. Begin layout of magazine. Place ads on pages.

MAR 2 – Final layout of issue #5 completed. Send to printer for publication and distribution. Begin brainstorming on issue #6.

MAR 9 – All articles, photos and cut lines due. Copy edit all articles. Begin layout of magazine. Place ads on pages.

MAR 16 – Final layout of issue #6 completed. Send to printer for publication and distribution. Begin brainstorming on issue #7. All articles, photos and cut lines due for issue #7. Copy edit all articles. Begin layout of magazine. Place ads on pages.

Week of MAR 23 – **SPRING BREAK. SCHOOL CLOSED.**

MAR 30 – Final layout of issue #7 completed. Send to printer for publication and distribution. Begin brainstorming on issue #8.

APR 6 – All articles, photos and cut lines due. Copy edit all articles. Begin layout of magazine. Place ads on pages.

APR 13 – Final layout of issue #8 completed. Send to printer for publication and distribution. Begin brainstorming on issue #9.

APR 20 – All articles, photos and cut lines due. Copy edit all articles. Begin layout of magazine. Place ads on pages.

APR 27 – Final layout of issue #9 completed. Send to printer for publication and distribution. Begin brainstorming on issue #10.

MAY 4 – All articles, photos and cut lines due. Copy edit all articles. Begin layout of magazine. Place ads on pages.

MAY 11 – Final layout of issue #10 completed. Send to printer for publication and distribution. Begin brainstorming on issue #11, the graduation issue.

MAY 20 – Final layout of issue summer issue #11 completed. Send to printer for publication and distribution. Clean up office. FINAL GRADES.