

Com291/292 – Publications Practice Syllabus
Three Rivers Community College, FALL Semester - 2013
CRN 32328 - Room E-121

Instructor: Kevin Amenta
Email: kamenta@mcc.commnet.edu
Office Hours C-136: Tu/Th 1-2:30, Fri 1-2pm in C-136 and by appointment

Course Overview/ Learning Objectives: 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.

Performance Objectives: Upon completion of this course, the student should be able to:

- Use adobe InDesign for page design and layout.
- Use Adobe Photoshop for processing and cropping of photos and illustrations.
- Use a digital camera to take and upload photos.
- Use a scanner to digitize images and logos.
- Properly write copy for publication using the "5 W's" method.
- Spell check and edit copy for publication.
- Place copy, images and advertisements on the pages.
- Interview people in person and by telephone and take proper notes.
- Write stories, headlines and cutlines for publication.
- Prepare public relations material for "The Current."
- Prepare "The Current" for publication using specifications provided.

Methods of Evaluation and Grading Policies:

Students are expected to attend the weekly meeting of "The Current". 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 "staff" the office and have regular weekly office hours.

90% - Participation and overall involvement with "The Current" operations.
10% - End of Semester Portfolio.

Make-up work is at the discretion of the faculty of record. Arrangements to complete work, turn in late homework assignments or take any tests missed because of an absence must be made with the faculty of record and in accordance with the faculty member's make-up policy.

****The use of cell phones should only be used for "Current" business.**

Academic Integrity and Plagiarism: Plagiarism is the unacknowledged use of another person's words or ideas in your writing. If you use any ideas, thoughts, writing, quotes, or even paraphrase some other writer's thinking, you must acknowledge that person. Whether conscious or unconscious, plagiarism is a serious academic offence. 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.

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 assignments to meet the needs of the class at any point in time.*