

Com291/292 -- Syllabus

Three Rivers Community College, Spring Semester - 2010

Instructor: Kevin Amenta
Email: kamenta@mcc.commnet.edu
Office Hours: MW: 3:30-4pm & Fri: Noon-1pm C136

Course Overview/Course 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 <ac>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.

Evaluation: Students are expected to attend the weekly meeting of "The Current" on Friday's from 1-3:45pm in "The Current" office. 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.

Grading:

50% - Attendance/Class Participation and overall involvement with "The Current" weekly operations.

30% - Individual weekly assignments. (5% each)

20% - 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.

****No texting, use of cell phones or emailing will be tolerated when the instructor is speaking or lecturing during class time. It should only be used for "Current" business. If your phone rings in class, this will result in -1 point from your overall grade****

- **Incompletes** –Incompletes are only assigned when there are extenuating circumstances such as illness that prevent the student from completing the coursework on time. You have until the last day of class to request an Incomplete but *I am not required to honor the request*. Students may have until the end of the 10th week of the next standard semester to complete the course work if granted.

Attendance Policy: Attendance and participation in every class is expected and essential to your learning as well as the learning of others in the class. For every class you miss and are unable to participate in, I will deduct 2 points from your overall grade up to a maximum of 10 points. A missed speech, homework assignment or exam can be made up during the next class meeting. After that that grade will go down as a zero.

Withdrawal Policy: If you intend to withdraw, you must do so at the Registrar's Office by the college deadline, May 10, 2010. Keep in mind that if you stop attending class, your grade will be recorded after averaging in zeros for all missing work.

Class Cancellation Policy: Information about class cancellation due to the weather can be found on the MCC homepage <http://www.trcc.commnet.edu/>.

Academic Integrity and Plagiarism: Plagiarism and other forms of academic dishonesty will not be tolerated and will result in an automatic failing (F) grade 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 or learning style which might impede your progress, or which requires accommodations, please see me.

Use of Support Services: Support Services are available through the College Learning Center. These services include tutoring and online tutoring (eTutoring). Students can access and register for eTutoring through www.eTutoring.org. No pre-registration is required.