

Com291/292 – Publications Practice Syllabus
Three Rivers Community College, FALL Semester - 2012
CRN 32127/32128 Meetings:Wednesday 5:00pm – 6:15pm Room C-136

Instructor: Kevin Amenta
Email: kamenta@mcc.commnet.edu
Office Hours: Mon: 3:30-6:00pm, Wed: 1-2pm and by appointment. C136

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" on Wednesdays in either E-121 or C-136. 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 including quality and quantity of work presented for publication.

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 –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.

Disabilities:

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or attention deficit disorder. Kathleen Grey (885-2328) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5240) also works with students who have disabilities.

The Writing Center/TASC:

Room C117 (next to the Library).
(860) 892-5713 or (860) 892-5769.
TRWritingcenter@trcc.commnet.edu.
Online tutoring: <http://www.etutoring.org/>

Withdrawal Policy:

A student who finds it necessary to discontinue a course once class has met must provide notice to the Registrar. Withdrawal forms are available at the Registrar's office in both the campuses and at the office at the Sub-base. 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 obtain an official withdrawal, 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.