

Com291 – Publications Practice Syllabus
Three Rivers Community College, Fall Semester - 2019
CRN 33554 Online & Tuesday 6:30pm – 9:15pm Room E-114

Instructor: Kevin Amenta
Email: kamenta@threerivers.edu
Office Hours C-136: Monday & Wednesday 4:30-6:00pm

Course Overview: This course is designed to train students to produce the Three Rivers Community College magazine, The Current, as well as other publications. 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 cut lines for publication.
- Prepare public relations material for “The Current.”
- Understand legal and ethical concerns when using someone’s photo or name in print.

Methods of Evaluation and Grading Policies:

Students are expected to communicate with the other staff members in a timely manner. There will be additional work to be completed other than the 6 issues. Absence from a conversation or from participating in a publication or event will result in a reduction of the student’s grade. Students are expected to solicit ads for The Current.

20% (200points) - Editor for one assigned large publication. *(Includes supervising of all content and performing all design and layout of publication)*

10% (100points) – Research and design one Individual publication as assigned.
(Research all content and design entire publication)

18% (180points) - Participation and overall involvement with “The Current” operations as staff member. *(3 written articles +header + sub-header + photos + cut-lines for 6 publications = 10 pts each)*

15% (150points) - Solicit advertisers and get minimum of \$150 in paid ads.

10% (100points) - Participation in fundraising event.

10% (100points) – Weekly Writing Assignments and DQs

5% (50points) - In-Class Tutorial

2% (20points) - Interview and Portfolio.

10% (100points) - Communication skills

*** 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.*

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 student's overall grade.

PUBLICATION EDITORS

JULIA – Fall 2019 Issue = Quill & Brush

BEN – September 18 = Current Issue, Volume 21, Issue #1

JESS -- October 2 = Current Issue, Volume 21, Issue #2

SAMANTHA B -- October 16 = Current Issue, Volume 21, Issue #3

KADE -- October 30 = Current Issue, Volume 21, Issue #4

SAM Z -- November 13 = Current Issue, Volume 21, Issue #5

KIERSTEN -- December 4 = Current Issue, Volume 21, Issue #6

INDIVIDUAL ASSIGNMENTS (deadlines TBA)

1. Adobe Premiere user tutorials ----- [Julia](#)
2. Comprehensive listing of royalty free/public domain sites ----- [Ben](#)
3. How to be successful in your online Graphic Design class ----- [Jess](#)
4. Camera Buying Guide ----- [Samantha B](#)
5. Comprehensive Guide to freelance and work opportunities ----- [Kade](#)
6. Student government/fundraising event/Social Media----- [Sam Z](#)
7. Managing Editor ----- [Kiersten](#)

TUTORIAL ASSIGNMENTS* (each student will teach one class lesson)

Video/Film: [Stop Motion](#), [Cloning](#), [Chroma Key](#)

Digital Imaging: [Select & mask](#), [Colorize](#), [Create Weather](#), [Restore Photos](#)

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

**ALL ASSIGNMENTS ARE DUE BEFORE 9PM ON THE DUE DATE listed.
There will be NO exceptions and no late assignments will be accepted.**

ASSIGNMENTS	DUE DATE
Module 1: DQ #1	Tuesday September 3
Module 1: Ad Plan	Tuesday September 3
Module 1: Issue #1 Articles	Wednesday September 4
Module 2: DQ #2	Tuesday September 10
Module 2: Logo & Banners	Tuesday September 10
Module 3: Article from speech	Tuesday September 17
Module 3: Promotional Poster	Tuesday September 17
Module 3: Issue #2 Articles	Wednesday September 18
Advertisement #1 Due	Wednesday September 18
Module 4: DQ #3	Tuesday September 24
Module 4: Article from web page	Tuesday September 24
Module 5: DQ #4	Tuesday October 1
Module 5: Issue #3 Articles	Wednesday October 2
Module 6: Editorial	Tuesday October 8
Module 7: Issue #4	Wednesday October 16
Advertisement #2 Due	Wednesday October 16
Module 8: Restaurant Review	Tuesday October 22
Module 9: Issue #5	Wednesday October 30
Module 10: DQ #5	Tuesday November 5
Module 11: Issue #6	Wednesday November 20

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Attendance Policy:

Attend all classes. Any course work presented within learning modules cannot be made up.

Incompletes: I do not give Incompletes. They are only assigned when there are extenuating circumstances such as a life-threatening 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, which is listed on the TRCC website.

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.

Digication:

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

BOARD OF REGENTS FOR HIGHTER EDUCATION AND CONNECTICUT STATE COLLEGES AND UNIVERSITIES POLICY REGARDING SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY

Statement of Policy for Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:

“The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.”

UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:

“Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities.”

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator:

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.

<p>Matt Liscum, Counselor Room A113 (860) 215-9265</p>	<p>Learning Disabilities</p> <ul style="list-style-type: none"> • ADD/ADHD • Autism Spectrum • Mental Health Disabilities
<p>Elizabeth Willcox, Advisor Room A113 (860) 215-9289</p>	<ul style="list-style-type: none"> • Medical Disabilities • Mobility Disabilities • Sensory Disability

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