



Tuesday & Thursday 10:20-11:40 a.m. Classroom: 233 Communication Arts & Sciences Bldg.

INSTRUCTOR

Duygu Kanver

Office: 358 Communication Arts & Sciences Building

Office Hours: 2–4 p.m. Tuesdays & 1–3 p.m. Thursdays, or by appt.

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TEACHING ASSISTANT

Anthony Cepak

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CLASS FACEBOOK GROUP

Facebook: <https://www.facebook.com/groups/jrn203fall2017/>

COMMUNICATING WITH THE INSTRUCTOR

If you have a question about class or a specific assignment, the best place to get an answer is by posting to the class Facebook group. When you get an answer, all the other students can see the answer, too! You may also find that someone else in class can answer your question faster than I can. Class announcements will primarily be made on the Facebook group, so check it regularly.

If a matter is urgent or regarding a personal matter, don't use Facebook — use email, D2L or phone.

D2L is our preferred means of personal communication, so please send your message through D2L if you have a personal matter. **What is a personal matter?** Anything you feel uncomfortable publishing for the world to see. Anything at all. It could be that you're struggling in the class, a question about a grade, a medical issue, etc. BUT ... if you just want to know when an assignment is due or how to do something, use the Facebook group.

COURSE OBJECTIVES

- To learn how to visualize information
- To present information in alternative story forms
- To gather content and explore traditional and innovative methods and technologies to do journalism
- To play with media tools (e.g. photography, videography, mapping, charts, etc.) to present information visually and tell stories
- To explore uses of social media for journalism and to communicate, publish and share work online

COURSE ORGANIZATION

The course is a blend of lecture, demonstration, readings, quizzes, small-scale exercises, peer critiques and projects. All projects will be published publicly. Some work may be turned in via Desire2Learn (D2L) and some assignments may be posted to the class Facebook group.

COURSE REQUIREMENTS

This is an introductory-level class. Previous experience is not necessary, but you will be expected to follow directions carefully and try your best. It is expected that you will have access to basic, consumer-grade equipment and software to complete assignments for this class — and you will learn to use this equipment on your own time. Learn the limitations of your equipment and adapt so that you always produce top-quality work. Some video tutorials on commonly used equipment and software will be made available, but you will be responsible on your own to find tutorials by manufacturers or guides commonly found on the Web.

There is no textbook for this class. It is the instructor's expectation that you will instead use your book budget to buy equipment to produce high-quality work for this class (and beyond as you continue your career). A suggested equipment list will be provided.

You are expected to complete all activities in D2L. That includes doing all readings and watching all video lectures.

DESIRE2LEARN

All class materials are housed in Desire2Learn, <http://d2l.msu.edu>. This includes instructions for assignments, readings and some tutorials. This is also where you will turn in most work and participate in critiques of your peers' work.

SELF-LEARNING REQUIRED

Class time will be used primarily for big picture discussions on theories and principles of visual communication and to experiment with techniques. There will not be much time spent demonstrating software or equipment.

You will be expected to solve your own software and equipment problems by searching the Internet, reviewing available tutorials (both via D2L and from outside sources) or contacting the manufacturer. **Requests for tech assistance to the instructor or TA should be accompanied by at least three hyperlinks where you have sought a solution to your problem.** Time will then be scheduled for you to come to the instructor's office for assistance. Don't wait until the night before a deadline! You may benefit from a paid subscription service such as Lynda.com to teach yourself software and equipment.

ASSIGNMENTS AND GRADING

Assignments include: online and in-class **quizzes**; five **projects** that build in complexity; a **final project** that brings together all of your skills; and numerous in-class and homework **exercises** that are designed to allow you to practice skills, get acquainted with technology and learn software. *A limited number of extra credit opportunities may be announced throughout the semester at the instructor's discretion.*

ASSIGNMENTS

Quizzes	100 points
Project 1+2 — Photo Essay + Audio	100 points
Project 3 — Video	50 points

Project 4 — Map	50 points
Project 5 — Charts & Graphs	50 points
Final Project	50 points
Exercises	200 points
Total Points Possible	600 points

* Total points possible may be adjusted to reflect the addition, deletion or alteration of any assignment.

GRADING

%	GP	WHAT THIS MEANS ON ASSIGNMENTS
93–100	4.0	<i>Professional quality; could be published as-is</i>
87–92	3.5	<i>Could be published with very minor revisions</i>
80–86	3.0	<i>Better-than-average. Needs some polishing</i>
75–79	2.5	<i>A little above average. Needs some reworking</i>
70–74	2.0	<i>Average. Problems could prevent publication</i>
65–69	1.5	<i>Weak. Needs substantial revision</i>
60–64	1.0	<i>Displays major flaws</i>
< 60	0.0	<i>Late, unethical or incoherent work</i>

QUIZZES

Some quizzes may be given in D2L while you do a reading, watch a lecture, etc. Some will be pop quizzes given in class based on previous readings, lectures and speakers. **No make-ups without an approved excused absence.**

EXERCISES

Grading on exercises is based on effort and attention to the assignment instructions. Exercises are designed to test your skills and equipment. Exercises that do not meet deadline will not be accepted (see Course Policies).

PROJECTS

Detailed rubrics will be provided for projects, which are held to professional standards for quality. Projects may be turned in up to five days late, but will be penalized (see Course Policies).

COURSE POLICIES

GROUP WORK

Some class assignments will be completed in groups. Sometimes groups will be assigned and sometimes you may be able to create your own groups. The workload should be divided evenly among members.

Though most members of a group work hard to succeed, there can be members who contribute little and drain a group's energy — energy that should be used toward generating great work. Bad group members won't respond to emails, never go on Facebook to see the group's plans, don't show up for meetings, etc.

You may recommend firing a member of your group who is non- or under-performing. Don't let anyone else bring your grade down or get a free ride. As with any job out in the professional world, you are accountable to each other as well as responsible for your own efforts, or lack thereof. You will all receive the same grade (assuming you all do your share of the work), so expect excellence from each other. If a group member is ignoring communications or not doing their share of the work, then the group may complete a 3-step process to fire that person:

1. Document any problems, discuss them as a group and alert the person to the problems identified by the group.
2. If that gets no results, the group may recommend to the instructor that the member be fired. The group must be UNANIMOUS in this recommendation. Explain clearly to the instructor the reasons for firing.
3. The instructor will decide whether to fire the member and will contact him or her.

This process must start early to be successful. Efforts to remove a group member that start within 2 days of a deadline will be rejected.

DEADLINES

Assignments are due at the beginning of class unless otherwise specified. Missing deadlines in the professional media world has consequences. **Homework and exercises** will not be accepted past the deadline without a documented valid excuse. **Projects** received after deadline without a documented valid excuse will receive the following deductions: -5 points for up to 1 hour late, -10 points for up to 1 day late, -15 points for 1 to 5 days late. Projects that are more than 5 days late with a documented valid excuse will not be accepted.

ATTENDANCE

You are expected to be in class *on time*. Pop quizzes will be given in class and may not be made up without a documented excused absence. Exercises and group work may also take place during class time.

ORIGINAL WORK

Assignments for this class require new and original work. Do not use work created for other classes or outside activities without the permission of your instructor. Work that violates the copyright of another individual or organization may result in a 0.0 for the offending assignment as a minimum consequence.

COMPLETION OF COURSE MATERIALS

The D2L system allows instructors to track the progress of students through materials in the course. You are expected to complete readings, lectures and other various assignments. Failure to complete these requirements may result in a grade reduction

VALID EXCUSES FOR MISSED DEADLINES & ABSENCES

At the instructor's discretion and with documentation, absences may be excused and late assignments may be accepted without penalty. Students should contact the instructor before being absent or missing a deadline unless physically unable to do so. Valid excuses may include equipment failure verifiable by a note from a technology support service, a serious health issue verifiable by a note from a health professional, a death in the family verifiable via an [MSU Grief Absence Request](#) (see below), a legal matter verifiable by a summons or jury duty notice, a religious holiday or a similar unavoidable circumstance. Be aware that job interviews, work and assignments for other classes rarely rise to the level of a valid reason to be excused.

IMPORTANT INFORMATION

The School of Journalism adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades, and in the all-University Policy on Integrity of Scholarship and Grades. (See [Spartan Life: Student Handbook and Resource Guide](#) and/or the MSU website: www.msu.edu.)

ACADEMIC HONESTY & JOURNALISTIC ETHICS

You will be expected to abide by the [J-School Code of Ethics and Standards](http://bit.ly/JRNcodeofethics), <http://bit.ly/JRNcodeofethics>. Students are expected to do their own work on all assignments. Students who cheat, fabricate or plagiarize will receive a 0.0 on the assignment and may fail this course. Plagiarism means the appropriation of another person's ideas, processes, results or words without giving proper credit. Cheating is also stealing another person's work. Fabrication is making up a source, putting words in a source's mouth and/or other sorts of faking.

Students who cheat, fabricate or plagiarize may fail this course and risk removal from the School of Journalism. Falsification, fabrication or plagiarism results in a 0.0 for the offending assignment as a minimum consequence. Such incidents will be reported to the university without exception. *You will be held to the J-School Code of Ethics and Standards* (<http://cas.msu.edu/places/departments/school-of-journalism/code-of-ethics/>). Read this document!

Article 2.3.3 of the [Academic Freedom Report](#) states that "the student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the School of Journalism adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See [Spartan Life: Student Handbook and Resource Guide](#) and/or the MSU website: www.msu.edu.)

Contact your instructor if you are unsure about the appropriateness of your course work. (See also <http://www.msu.edu/unit/ombud/dishonestyFAQ.html>)

COPYRIGHT and FAIR USE

Federal law makes it illegal to reproduce, adapt, distribute or display a creative work without the owner's permission — even if you properly credit that work to the author. That means it's likely illegal to use music, photos, video or other work that you have not created in work that you complete for this class. While copyright law sometimes allows a "fair use" of materials in journalistic works, you should NEVER assume it's OK to publish materials you did not create. Use of any amount of copyrighted work may result in a 0.0 for the offending assignment as a minimum consequence. The Student Press Law Center provides legal resources for student journalists, including these lessons on copyright and fair use:

- <http://www.splc.org/article/2011/04/splc-guide-to-fair-use>
- <http://www.splc.org/article/2014/08/know-your-rights-copyright-and-fair-use>
- <http://www.splc.org/article/2014/08/media-law-presentation-copyright-law>

PROFESSIONALISM

In class, professionalism means alertness and attention to the task at hand and unfailing respectfulness in word and behavior. If a student's behavior is so disruptive that it interferes with the teaching and learning process, under university rules the student may be required to leave the classroom and could be referred to the student judicial affairs office for a disciplinary hearing.

Out of class, professionalism means courteous, respectful and honest interaction with sources. Introduce yourself to sources as a journalism student, but emphasize that you are gathering information for work you will publish. All sources are "on the record." It is not professional to tell sources that their information is "just for a class." Your work will be published online for the world to see, so it is unethical to mislead your sources otherwise.

CLASSROOM CONDUCT

Students are expected to conduct themselves in an appropriate manner in the classroom. As noted in the University's Code of Teaching Responsibility, this involves "the right of faculty members to conduct classes, and of students to participate in those classes, without interference or disruption." Additionally, section 2.3.5 in the "Academic Freedom for Students at Michigan State University" report states that, "the student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." If a student's behavior is so disruptive that it interferes with the teaching and learning process, the student may be required to leave the classroom and could be referred to the student judicial affair's office for a disciplinary hearing.

COMMERCIALIZED LECTURE NOTES

Commercialization of lecture notes and university-provided course materials is not permitted in this course.

CAMPUS EMERGENCIES

If an emergency arises in this classroom, building or vicinity, your instructor will inform you of actions to follow to enhance your safety. As a student in this class, you are responsible for knowing the location of the nearest emergency evacuation route or shelter. These directions appear on the maps posted on the walls throughout this building. If police or university officials order us to evacuate the classroom or building, follow the posted emergency route in an orderly manner and assist those who might need help in reaching a barrier-free exit or shelter. To receive emergency messages, set your cellular phones on silent mode when you enter this classroom. If you observe or receive an emergency alert, immediately and calmly inform your instructor. (See also www.alert.msu.edu.)

RELIGIOUS HOLIDAYS

If you wish to be absent from class to observe a religious holiday, please make arrangements with your instructor in advance.

ABSENCES FOR OFFICIAL UNIVERSITY ACTIVITIES

If you miss class to participate in a required activity for another course, provide the instructor with adequate notice and a written authorization from the faculty member of the course.

GRIEF ABSENCE POLICY

MSU has established a grief absence policy for students who have experienced a death in the family or emotional distress from a similar tragedy. To read the policy and/or to make a request to your college for an excused absence under this policy, go to <http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-universitypolicies-and-selected-ordinances/grief-absence-policy>

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

MSU is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a Verified Individual Services Accommodation ("VISA") form. Please present this form to your instructor at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date may not be honored.

LIMITS TO CONFIDENTIALITY

Essays, journals and other materials submitted for this class are generally considered confidential, if not publicly

published, pursuant to the university's student record policies. However, students should be aware that university employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. As the instructor, I must report the following information to other university offices (including the Department of Police and Public Safety) if you share it with me:

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling Center.

DROPS AND ADDS

The deadline to drop this course with a 100 percent refund is Sept. 25, 2017. The last day to drop this course without a grade reported is 8 p.m. Oct. 18, 2017. You should immediately make a copy of your amended schedule to verify you have added or dropped this course.