

**De Anza College**  
**JOUR 21A, News Writing and Reporting, winter 2024**

**Course and Contact Information**

**Instructor:** Farideh Dada  
**Course:** JOUR 21A, News Writing and Reporting, three units  
**Office Location:** The journalism lab in L41, in the red **L4 building** on this [map](#)  
**Telephone:** 408-864-8588  
**Email:** dadafarideh@fhda.edu  
**Class Days/Time:** Tuesday/Thursday (Jan. 9 – March 28), 9:30 a.m. to 10:45 a.m.  
**Office Hours/Lab:** Tuesday/Thursday 1 p.m. to 4 p.m.  
**Classroom:** Live on campus in L42 on Tuesdays and on Zoom on Thursdays  
**Zoom info:** <https://fhda-edu.zoom.us/j/88615380586?pwd=bms0feDsgjCjg0TxLyJhaaM6bGclYD.1>  
Meeting ID: 886 1538 0586  
Passcode: 365228

**Counselor for journalism major:** [Trisha Tran](#) is a Career Services counselor who specializes in counseling for journalism and other career training majors. Visit Career Services Counselors.

**Course format**

The course is hybrid. It is taught in-person on Tuesdays and on Zoom on Thursdays. A computer or a laptop and a digital audio recorder or smartphone that can record interviews are needed.

**REQUIRED TEXTS:**

1. Inside Reporting,  
a Practical Guide to the Craft of Journalism  
By Tim Harrower, McGraw-Hill, 2012,  
Third edition, ISBN: 9780073526171
2. The Associated Press Stylebook  
56<sup>th</sup> edition, ISBN: 978-0-917360-70-1  
Publisher: The Associated Press, 2022-2024

**RECOMMENDED TEXTS:**

- \* Dynamics of News Reporting and Writing:  
Foundational Skills for a Digital Age  
By Vincent F. Filak
- \* The Elements of News Writing  
By James W. Kershner
- \* Writing and Reporting for the Media.  
By Bender, J., Davenport, L., Drager, M.

**OTHER READINGS:**

Daily publications and news outlets, such as The New York Times, Mercury News, San Jose Spotlight, AP News, The Guardian, BBC News, etc.

**PREREQUISITE:** English Writing 1A or  
English as a Second Language 5

**NOTE ABOUT THE CLASS:**

Please know that our class sessions will be spent mainly on covering main topics, your presentations and answering questions. You must take responsibility for your own learning by reading chapters and suggested materials, practicing writing, participating and asking questions.

**CANVAS INFORMATION:**

This course utilizes Canvas, De Anza's Online Learning Community. Please go to the [Canvas website](#) to log in. Please note that you will be unable to log into our classroom until the first day of class. Additional instructions and assistance can be found on the "[Guide to the winter quarter](#)" "[Canvas Student Guide](#)" and the "[Online Education Center](#)" site.

**COURSE DESCRIPTION:**

Journalism 21A, News Writing and Reporting, gives students the fundamentals of journalistic writing by offering instruction and practice in news writing and reporting, including analysis of print, digital and broadcast news stories. Students concentrate on the language and style of news writing, the organization and structure of news stories, the lead and the basic story types as they gain practical writing experience.

**COURSE OBJECTIVES:**

When this course is completed, students should be able to:

- Demonstrate a basic knowledge of the fundamentals of news writing and the organization and structure of news stories, including the basics of news gathering and reporting.
- Gather, organize and synthesize information to compile into news stories and write the stories.
- Analyze contemporary news media issues and apply ethical and legal consideration to news writing.
- Prepare news stories for multiple media platforms.

**COURSE GRADING:**

Grading is based on a 1000-point system. Students must adhere to professional standards, meet deadlines and follow rules of punctuation, grammar, spelling and style. To earn an A in the course, in addition to 900 or more points, a student must turn in all assignments, complete all live reporting assignments and not miss more than two classes.

\*A + = 990-1000 points  
A - = 900-925 points  
B = 826-874 points  
C + = 775-799 points  
D = 600-699 points

A = 926-989 points  
B + = 875-899 points  
B - = 800-825 points  
C = 700-774 points  
F = 599 points or less

\*To earn an A+, students must have perfect attendance and participation in addition to earning 990 or more points, not including extra credit.

**Your grade will be determined as follows:**

130 points: Exercises  
100 points: 5 Chapter quizzes  
50 points: 5 AP Quizzes  
50 points: 5 Grammar quizzes  
5 points: Practice quiz  
35 points: Peer review  
250 points: 4 Articles  
90 points: Final project  
50 points: Final blog  
50 points: Final video  
35 points: AP presentation  
35 points: Current News presentation  
120 points: Attendance, professionalism, participation and punctuality

**IMPORTANT NOTE**

YOU MUST COMPLETE  
YOUR FINAL PROJECT,  
YOUR BLOG, YOUR  
PRESENTATIONS AND  
MAJOR ASSIGNMENTS TO  
PASS THE CLASS.

A student who earns 700  
points but has not done the  
major projects will NOT pass.

**EXERCISES:**

Exercises are designed to practice techniques or strategies covered in the textbook reading or to enhance the reading by putting the ideas into practice.

All exercises should be typed using 12-point font and submitted as a Word document. Save your exercises/stories by using your name followed by the assignment name (i.e., Farideh Exercise 3-1). Some exercises should be done as a group. Do not wait until the last minute to post! Anticipate emergencies and computer/internet/connectivity issues.

**QUIZZES:**

There are five grammar quizzes worth 10 points each. There are also five AP quizzes worth 10 points each. They are open book but timed.

The chapter quizzes are worth 20 points each. Be sure to read the chapter before taking the quiz. Quizzes are timed. You are allowed only one attempt for each quiz.

**FINAL PROJECT:**

The final project is due toward the end of the quarter. The final project will involve researching and writing a story on a current trend/issue and possibly publishing it in the student media La Voz News, as well as creating a blog and a video.

## FINAL PROJECT, BLOG and VIDEO:

While interviewing your sources for your final project, take video footages and prepare a 2-3-minute news video.

Using your localization story as the base, create a blog. You can use any web authoring software or an online site such as blogger, Blogspot, Medium, Wix, Weebly or WordPress. The site should be public and accessible. Google Docs are not acceptable. You will post your blog link on the Canvas course site. It is highly recommended that you build your blog earlier in the quarter and post all your articles in your blog. Here are some blogs from former De Anza students to give you an idea of the scope of the project:

- [Border Patrol Tactical Units make their way to sanctuary jurisdictions](#)
- Gay marriage at <http://deanzacarla.wordpress.com/>
- California budget and students' protests: <http://zahra-y.blogspot.com/>
- National Day to Defend Education: <http://journalism21asusan.blogspot.com/>
- Vampire Fatigue: <http://vampirefatigue.blogspot.com/>
- Employment Optimism: <http://shelgor1.wordpress.com/>
- Also, check out more web links at [www.JournalismDada.wordpress.com](http://www.JournalismDada.wordpress.com)

Main Components:

- ✓ Use ideas from Chapter 8 and the Online Package Planning Guide in text.
- ✓ Post your story as a blog post. Link key words in the story.
- ✓ Include gadgets such as:
  - Sidebars
  - Multimedia links
  - Interactive options
  - Comments, surveys – if possible, ask friends and classmates to post comments and respond to surveys.
  - *Complete the video portion of the assignment.*
- ✓ Post the link on Canvas.
- ✓ Double-check the setting. If the video is private, I won't be able to watch and grade it.

## PARTICIPATION and ATTENDANCE POLICY:

Active participation in the class is mandatory. You are required to participate in class discussions. You should attend both campus and Zoom classes. Also, you should be active on Canvas. The instructor may drop any student who has not logged into the Canvas course site for more than seven days. You need to log on to Canvas, at least, twice a week and turn in assignments. You must attend every class for the first two weeks of the quarter, or you may be dropped. If you miss more than one class before the last day to drop with a W, the instructor may drop you. Arriving late to class or leaving early is a distraction. Therefore, if you are late three times or leave the class early three times, it will be considered as one absence. If you cannot be in class, please communicate ahead of time, so that we might try to make other arrangements.

## **REQUIREMENTS:**

- Read the textbook and assigned readings.
- Read current news regularly.
- Complete assignments, including discussion questions, exercises, quizzes, presentations, stories and final projects.
- Rewrite assignments as required.
- Participate in class discussion.
- Share your work with others when requested.
- Edit others' work.

## **ZOOM ETIQUETTE:**

- Professionalism is a must.
- Join using a computer or a laptop, but not a phone.
- Join early – Up to five minutes before the meeting starts.
- Have your video on throughout the meeting.
- Use your real name to be admitted to the class
- Write your name in the chat box and say hello once you join
- Write your name in the chat box and say bye once you leave
- Mute your microphone when not talking.
- Find a quiet space without interruptions and background noise.
- Have a plain background – avoid virtual backgrounds. They might be distracting or inappropriate.
- Avoid backlight from bright windows behind you.
- Avoid doing other tasks, including checking emails, texting, shopping, eating, sleeping, driving, etc.
- Leave your phone away from you, so that it won't be distracting.
- Wear appropriate clothes.
- Do not eat or drink during the meeting.
- Do not bring your pets, children or anyone else to the Zoom meeting.
- Be prepared, have a pen and paper ready and take notes.
- Use a bathroom before class begins.

## **CLASSROOM POLICIES:**

- You must arrive on time in class (both on campus and on Zoom).
- Be courteous.
- Sit with a new classmate every session
- Review the syllabus and the class schedule every session.
- Do not disrupt the class by leaving early or coming late.
- Turn off cell phones and other personal electronic devices, unless you are instructed to use them for class-related activities.
- Do not schedule personal appointments that conflict with the time the class meets.

- Any student disrupting the class may be asked to leave the class. Administrative follow-up may result. Examples of inappropriate behaviors during class include displays of contempt; disturbing others; being in Zoom class session while in bed; talking when someone else is talking; sleeping; using music players, cellphones and video games; texting and working on other class assignments during class.
- For every class session, you are required to bring a notebook for taking notes, pens including red, the syllabus, textbooks, workbooks, handouts and your assignments.
- DO NOT ask for extension of deadlines. DO NOT turn in assignments late. **Deadlines are final!**
- **ALWAYS** keep a copy of your submissions as a backup in case something happens to the one posted. This is especially important in an online class since (electronic) stuff happens.
- When contacting the instructor, it is preferred you send an email or use the inbox messaging on Canvas. Be sure to write **STUDENT** or **JOUR 21A** in all caps in the subject line, along with the subject. That way it won't be confused with spam.
- Schedule your time appropriately; I may take up to 48 hours to respond to queries. If I don't reply after two days, feel free to remind me.
- Don't procrastinate. Start work early in the week. Sometimes the internet or the Canvas course site may be down later in the week or you may have some other emergency. Plan ahead, especially for the projects, which are lengthy and require research.
- Look ahead at the assignments, if the modules are open, and work ahead if you have the time.

**NOTE:** I understand your possible reasons for not doing your assignments or not being in our virtual class. You have my complete sympathy, compassion and support, but the class has requirements that need to be met. **Deadlines MUST be met.** Your success is my goal.

### **ACCADEMIC DISHONESTY:**

Original work is required for this class. Papers from other classes are not accepted. Journalists have only one thing to offer: credibility. Making things up – quotes, people in stories, facts – and stealing the words of another writer or failing to give proper attribution to information obtained from other sources are deadly sins in journalism. The instructor may cross-check story submissions. There is a zero-tolerance policy in this class regarding plagiarism, fabrication and cheating.

**PLAGIARISM:** To plagiarize is to “steal and use (the ideas and writings of another) as one’s own.” Plagiarism (copying work or cheating) is grounds for probation and/or suspension from the college. Any student who cheats on an exam, plagiarizes from somebody’s work or lifts information from sources without citing those sources will receive a 0 for that assignment and a grade no higher than a C for the course. If you are uncertain about the college’s policy on academic misconduct, please refer to the [Academic](#)

[Integrity](#) section. An online site about plagiarism with suggestions on how to avoid it is available at the [Purdue University Online Writing Lab](#).

## ASSIGNMENTS:

- Follow instructions and submit your assignments as instructed.
- All assignments should be typed and double-spaced.
- Use 12-point Times New Roman font.
- All assignments should be proofread for accuracy, grammar, punctuation, style and spelling. Errors of spelling, punctuation, grammar and AP style will result in the loss of points and a lower grade. Typos are considered spelling errors.
- All stories should include a headline.
- Save your work by using your name followed by the assignment name (i.e., Farideh Editorial or Farideh 6-2).
- Use a dictionary ([Merriam Webster dictionary](#) is preferred.) and the [AP Stylebook](#).
- Late assignments may not be accepted and won't receive full credit.
- All deadlines are final. Meeting deadlines is an essential part of journalism.
- The instructor is not responsible for stories lost because of system failures in your computer, the Canvas site or the email network.
- Save all your stories and assignments in a portfolio.
- Reviewing, editing and grading your classmates' articles are part of your assignments.
- Be prepared for your work to be shared and posted publicly online.
- Save all your stories and assignments as backup.
- Don't wait until the last minute to post!
- Usually, content dictates the length of assignments. Length depends on how many words are needed for a story to be told; unless the required word count is mentioned in the instruction.
- Tell your stories concisely, but with enough details to tell the reader the "who, what, where, when, why, how" and "so what" of a story.
- You will be penalized for omitting important facts.
- You are responsible for any missed classes or assignments. It is your responsibility to ask other students or the instructor about your assignments.
- AP practices and presentation are part of your assignments. More details will be given in the class.
- Certain assignments must be published on YouTube and some must be posted to your blog and their links should be posted on the Canvas course site.

Your blog post and video post should look like this:

### **Headline**

**The link to your blog/video (www. ... The rest of the address)**

**WARNING:** A factual error, such as misspelling someone's name, will result in a lower grade. A gross error, such as a potentially libelous statement, plagiarism, fabrication, etc., could result in an F for a story. Reporters must get the facts right.

## IMPORTANT DATES

Jan. 8: First day of winter quarter

Jan. 15: Martin Luther King Jr. Holiday - no classes, offices closed

Jan. 20: Last day to [add classes](#)

Jan. 21: Last day to [drop classes](#) without a W

Feb. 16-19: Presidents' Holiday - no classes, offices closed

March 1: Last day to [drop classes](#) with a W

March 25-29: [Final exams](#)

## DROPPING THE CLASS

- Drops: Make sure to check the Academic Calendar for deadlines. I may drop any student who has not attended class or logged into the classroom for seven or more consecutive days, but you are responsible for dropping if you decide not to attend the class. Please see "[How to Drop Classes](#)" for regulations, dates and procedures for dropping classes.
- Students who have excessive absences or are not keeping up with assignments may be dropped by the instructor.
- Students who disappear and do not drop by the final "Drop with W" deadline will receive an "F."

## SUPPORT SERVICES

All services are available to students [online](#) and in person.

Guide to Student Services: <https://www.deanza.edu/services/>

**STUDENTS WITH DISABILITIES:** If you have a disability-related need for reasonable academic accommodations or services, contact the instructor during the first week of class and provide her with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give a five-day notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC adviser (864-8839 EDC main number). Again, all services are available [online](#).

## STUDENT SUCCESS CENTER

Need help with this class? You are not alone.

Student Success Center peer tutors can relate and are ready to help! Go to the [SSC homepage](#) and click on the yellow links for on-campus schedules and Zoom links.

 **Tutoring:** Drop-in or sign up for weekly sessions. Come with assignments or questions or just stop by to check it out.

 **Workshops:** Skills Workshops on a variety of topics—managing stress, anti-procrastination, study tips and tricks, finding resources and community at De Anza and much more!

 **Group tutoring and group study:** Connect with classmates and others learning the same material. Most people learn better with others ... give it a try!

 **Support for online learning:** Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies to stay on track with less stress.

 **Need after-hours or weekend tutoring?** See the [Online Tutoring](#) page for information about NetTutor (accessible via Canvas).

Please [click to Join SSC Resources Canvas](#) ! This is a great source for reminders about tutoring and workshops and links to De Anza-specific curated resources for many subjects.

Questions? Contact Diana Alves de Lima [alvesdelimadiana@fhda.edu](mailto:alvesdelimadiana@fhda.edu), Melissa Aguilar [aguilarmelissa@fhda.edu](mailto:aguilarmelissa@fhda.edu) or the appropriate [SSC contact](#).

Studies show that students who participate in tutoring, group study or workshops for three or more hours succeed at much higher rates than those who do not.

## CAREER SERVICE

The [Career Service](#) office offers workshops and resources to assist students in choosing a major, finding a job or planning a career. You can use the online scheduler to arrange an online meeting with a Career Services counselor.

## COURTESY/EQUITY

In the discussions, I expect students to be professional and courteous, to listen to one another, and to show tolerance and respect for varying viewpoints. Students who exhibit inappropriate behavior will be docked points and/or excused from the class. All persons, regardless of gender, age, class, race, religion, physical disability, sexual orientation, etc., shall have equal opportunity without harassment in this course. Issues can be discussed in confidentiality with the instructor.

## **EXTRA CREDIT**

1. Write extra stories for La Voz. (Does not include stories required for other classes.) You can get a maximum of 25 extra points per story by writing assigned news or feature stories for La Voz. This opportunity is not applicable to La Voz staff and editors.
2. Get your news or feature story published in a commercial newspaper. Turn in a clipping with your byline for up to 25 extra points per story.
3. Go see a journalism speaker and write a two-page story or report. Speakers in a class in which you are enrolled do not count! (Maximum 25 points).
4. Have an informational interview with a media or public relations professional (not someone you meet in class) about his or her career; write a two-page report. Up to 25 points. (See me for approval.)
5. Other extra credit assignments may be assigned throughout the class.

*Note: Maximum points= 75 points.*

## **PLEASE NOTE:**

- ✓ *This syllabus, including the grade chart, is subject to change at the discretion of the instructor and/or college.*
- ✓ *Continued enrollment in this course assumes that you have read and understood the information outlined in the syllabus and agreed with the terms and conditions.*

**Good luck!**