

De Anza College

JOUR 61C, Editorial Leadership for Student News Media, winter 2024

Course and Contact Information

Instructor: Farideh Dada
Course: JOUR 61C, Editorial Leadership for Student News Media, three units
Office Location: The journalism lab in L41, in the red **L4 building** on this [map](#)
Students are welcome to come in and borrow photo equipment, use Mac computers and have a coffee or snack whenever the lab is open.
Telephone: 408-864-8588
Email: dadafarideh@fhda.edu
Class Days/Time: Tuesday/Thursday (Jan. 9 – March 28), 11:30 a.m. to 12:45 p.m.
Office Hours/Lab: Tuesday/Thursday 1 p.m. to 4 p.m.
Classroom: Live on campus in L42 on Tuesdays and Zoom on Thursdays
Zoom info: <https://fhda-edu.zoom.us/j/82532953719?pwd=sE3rK2uw584soxGZe54baRadrg1Qk3.1>
Meeting ID: 825 3295 3719
Passcode: 874663

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.

Course description

This three-unit class is for editors of La Voz News, the La Voz website and social media. Practical experience assigning, editing and designing news, feature and visual content as a member of the college media editorial staff.

Prerequisite: JOUR 61a.

What is JOUR 61c?

- JOUR 61c combines with JOUR 61a and 61b to produce La Voz News along with social media and video content (and a print newspaper if editors decide). Students create and control all content.
- Students in JOUR 61c are senior reporters or editors who oversee a section or function. The editor-in-chief is responsible for all content decisions.

What is La Voz News?

- A First Amendment student publication that includes La Voz News online and print publication along with social media and video content. Students create and control all content.

- A historical record of life at De Anza College, going back to the college's founding in 1967.
- A business. We sell ads and are accountable to the advertisers for publishing them.
- A student activity. La Voz News media and the students who produce it are an integral part of life at De Anza College.

General links

- [Mental Health Resources for Students](#)
- [Majoring in journalism or public relations?](#)
- [Academic Integrity](#)
- [Student code of conduct](#)
- [Disruptive Behavior](#)

Textbooks

We provide the [staff handbook](#). There are several recommended textbooks below, but you don't have to buy them. Useful resources and handouts from various books will be posted on each week's module on Canvas. AP Stylebook, known as the bible of journalists, is available on the lab computers for free. You can get a free 14-day trial at [APSylebook.com](#). If possible, you should buy the 56th edition of the Associated Press Stylebook (2022-2024).

Attendance and participation

Attendance will be taken at every class meeting. Students who have consecutive absences from a class equaling the total number of meetings held in a single week – that is two consecutive sessions for this class – may be disqualified from the class. Every three tardies will count as an absence. Leaving the class early three times will count as an absence. In class, reporters will choose their assignments, and we will discuss the how-tos of news-gathering: finding sources, interviewing, writing journalism-style, media law and ethics, etc. Please email me before an absence.

Required time for the class

De Anza's guideline is that students should spend 9-12 hours per week on a three-unit class. An average week might consist of:

- **Class:** Three hours
- **Reading and quiz:** One to two hours
- **Reporting:** One to two hours
- **Writing, editing, proofing, rewriting:** Four to five hours
- **Total time:** At least nine hours per week

Student Learning Outcomes

- Report and write complex multiple-source stories, series, and/or packages for publication online or in print; and/or follow a defined beat.

- Continue developing appropriate sources and follow ethical guidelines and journalistic conventions for student news media.
- Describe and apply legal and ethical aspects of news media.
- Develop a portfolio of complex assignment in at least two areas (print, online, multimedia, photo, video) suitable for publication in a newspaper or for a news organization website.

Canvas in this course

We will have weekly discussions and self-assessments in which you will discuss your completed assignments; weekly quizzes and a final exam. But you will turn in the actual assignments through a **Google Doc on FLOW**.

Course requirements

- Have a learning mindset and be an example for the staff.
- Complete assignments as described here and on FLOW.
- Attend class sessions and observe class policy. Email your instructor before an absence. A student may be dropped without notice after two absences.
- Read, take quizzes, critique the publication and participate in critique sessions.
- Complete a digital or print portfolio.
- Complete assignments – articles, photos, videos, multimedia as well as editing assignments. Keep editors and the adviser informed of the progress, respect and apply their feedback.
- Complete work by deadlines.
- Complete readings from news outlets, recommended textbook and handouts.
- Read as much as you can. Make daily news consumption a habit.
- Participate in the campus class and Zoom class. Also, do Canvas assignments and exercises.
- Take the possible final exam.
- Consistently and continuously strive to recruit students. Do presentations in various classes, visit high schools and campus events, etc. to recruit students.
- Distribute campus newspapers and flyers and promote the publication.

Important notes

- You should have a contribution to the publication each week.
- Attending editorial board meetings, managing the team including freelancers, pitching, assigning, doing critiques, posting, designing, writing regular editorial pieces and enforcing deadlines are among editors' major roles. **News media must produce accurate information and publish fast!**
- Substitute assignments might be suggested by students or offered by the adviser.
- Late assignments will lose between 10% and 100% of points.
- Only published assignments will receive points.
- Assignments that are not publishable, for example, are not timely anymore, have mistakes or are not based on the journalistic standards, won't receive points.

Assignments and grading

- 200 points – Assignment ideas for editorial board and class assigning (20 points per week).
- 100 points – Editing copy/photos/video/audio on time (10 points per week).
- 200 points – Posting/publishing regularly and on time. Clean content online on the website, in print and social media are expected (20 points per week).
- 120 points – Writing editorial pieces (collectively) and posting on time. At least three editorial pieces per quarter (40 points each).
- 100 points – Meeting deadlines, enforcing deadlines (10 points per week).
- 100 points – Planning the print edition and completing pages on time (content/photo/video/audio/multimedia management).
- 90 points – Professionalism in class and online (points docked for repeat offenses).
- 90 points – Attendance, participation, critique, community relationship and leadership.

Grand TOTAL**1,000**

Print issue dates

You will produce one print issue of La Voz News. Issue date: Feb. 13. This means that your files should be sent to Folger Graphics no later than Feb. 8.

Important note: If a student who is enrolled in JOUR 61C has not produced at least one news video and five interview-based articles in JOUR 61A or B, he/she/they must take some writing and video assignments as well. By signing up in this class, students do not instantly become editors. Appointing students as editors is at the discretion of the adviser and the editor-in-chief.

Grade points

Assignments will be evaluated based on timeliness, ethical use of sources and professionalism. Stories must quote three or more sources unless editor assigns otherwise. Source names include first and last name plus age and major for students (or no age and position for faculty/staff).

950-1,000 = A

900-949 = A-

870-899 = B+

840-869 = B

800-839 = B-

760-799 = C+

700-759 = C

0-699 = no pass

Please note: To earn an A+, students must have perfect attendance and participation in addition to earning 1000+ points, not including extra credit.

In some cases, we might be able to substitute assignments.

More on grading

Thirty percent of the grade is cumulative “work habits.” If all assignment points are earned, but professional attitude was missing or a positive work habit was not adopted, you will lose **30 percent of the total grade**. Performing your job with a professional attitude will result in a good grade. Participation in all aspects of the media production, consistency, progress, commitment, professional behavior, interest in helping others, meeting deadlines, initiative and publishable assignments are required to earn a good grade. Students who are uncooperative and do not follow editors’ and/or adviser’s instructions get docked. To earn full points on production assignments, follow instructions, submit assignments, including the ones on Canvas and [FLOW](#), by deadline, follow [AP style](#) and stay in contact.

Assignments should also be submitted on a weekly basis, based on the schedule and on a timely manner, to receive points.

NOTE: You cannot submit series of assignments together and expect credits for all. Your weekly contribution to [La Voz News](#) is a must.

La Voz newsroom environment

- The class is **project-based**, with a defined outcome or product at regular intervals.
- It requires both **collaborative** and **individual** performances.
- It allows for **individuality and self-expression**. Assignments maybe assigned or are just self-directed and are the choice of the individual student (subject to editors’ approval).
- It is **deadline-driven**. Writing and photo/video deadlines must be met in consideration of those working on production, and in honor of our advertising contracts. We must publish on time.
- **Be in our class a few minutes before it starts.** It’s very important to respect the staff/students and the adviser by attending the class at the set time. Excessive absences will result in disqualification.
- **Use the bathroom before class begins.** Unless you have a genuine medical condition, do not get up during class meetings; it distracts the instructor and students.
- **Before class begins, turn off** your cell phones, iPhones, iPods, iPads, etc.
- **Arrive prepared for the class:** Bring the right book, have a notebook open and be ready to take notes and review reading material before class.
- Read each week’s **module on Canvas** before the class. Review assignments on Flow.
- **Do not schedule medical appointments, job interviews, family errands or other activities during class time.** If you are serious about academic success, your priority is being present for class. If there is a conflict between your personal/family life and this course, talk to the instructor.
- **Plan to miss no classes during the quarter.** Every absence is a problem. For every class missed, you miss important class material and participation grade points.
- **Review the syllabus, FLOW assignment board, the course schedule and the Canvas course site weekly.** Understand all class requirements and expectations. You will receive email invitation to join the Flow site.
- **Review [La Voz staff handbook](#)** and brief your staff.

- **Consult with your adviser on important issues.** Ask questions. Get to know her; this will identify you as a student who wants to succeed.
- As an editor of La Voz News, you are **representing a news organization** and must conduct yourself professionally and without conflict of interest.
- **Appropriate behavior is required.** Disrespectful remarks that may offend others, ignoring feedback and comments on your work, outbursts of temper, harassment, sharing images that others may find offensive and violations of the student conduct code are forbidden. Maintaining a dignified and respectful atmosphere is of the utmost importance. Anyone displaying a pattern of disrespectful behavior will be reported to the disciplinary committee. La Voz has a zero-tolerance policy regarding drugs, alcohol and violence or threats of violence. Inappropriate behavior is grounds for disqualification from La Voz, losing points or failing the course.
- **You are responsible for your own work.** You are not allowed to complain about others or blame others for the assignments you are responsible for. Do not compare your work or even your class attendance with others. La Voz staff and editors have unique assignments and schedules.
- **Food policy:** Do not drink or eat during meetings. Other times, you can use the kitchen area and enjoy food and drink. You can even treat your staff sometimes!
- As representatives of La Voz, you must be aware of the impressions you leave on others. Members of the La Voz staff and editors should always ensure that their clothing and appearance are clean and contribute to a pleasant workplace atmosphere.
- Be courteous. It is expected that all staff and editors will **respect everyone's rights to work** in peace. **Respect classmates by staying on topic**, using clean language and respecting different identities, backgrounds and opinions; do not intimidate or sexually harass classmates. If you are aware of a problem, **please let the adviser know right away.**
- Follow instructions and comments on your work. Check your email box frequently.
- **Shut down** newsroom computers before you leave each day.
- **Always keep your words.**

NOTE: If you must be absent, email the instructor as early as possible.

- The **editor-in-chief and student editorial board are legally liable for what is published in the La Voz News publication and social media.** The adviser may review La Voz content to watch for libelous content or inflammatory material. The adviser has the right to ask for revisions on any content that does not meet journalistic standards or has not met the deadline. The adviser will not censor student opinion or content as this would infringe on your First Amendment rights and freedom of expression. The adviser will inform the student of any problems with the assignment, make suggestions for revisions and expect that students to comply with these legal and ethical guidelines. In the case of controversial topics, the adviser will expect the staff and editors to discuss them in advance of publication to ensure policies are upheld. In the case of a vote, editors have a vote, but the adviser does not have a vote in a student-run media operation.
- All material for publication (print or online) runs first in La Voz News.
- All La Voz staffers assume a **job description.** The editor-in-chief is selected by and reports to the adviser. Students are expected to follow editors' directions. Other editorial positions are chosen by the adviser and, possibly, by the editor-in-chief. Staff must abide

- by the decisions of the editorial board. If any staffer has an issue with a decision, he/she/they should bring it to the editor-in-chief and/or adviser for discussion.
- La Voz staffers may receive **press passes** after completing the first few weeks. The press pass gives staffers identification and access to events, for the purpose of covering the story. When presenting the press pass, staffers must always be conscious that you are representing a news organization and must uphold industry behavior standards and ethics. La Voz staffers are not entitled to press passes. If the adviser or editor believes that a staffer is not ready to represent the organization, the staffer will not receive the press pass, or the press pass will be taken away. **Any event covered by presentation of a press pass must be covered in the La Voz publication.** Press passes must not be abused.

Critique

There may be critique sessions throughout the quarter. Editors have a big role in critique sessions. Your presence and participation on critique sessions are very important. You are expected to read La Voz, be familiar with content and lead your team by helping them learn from their successes and mistakes. Plan to be on time and prepared to participate.

Social media

[Facebook](#), [Instagram](#), [X](#) and [TikTok](#) are social media platforms used by La Voz. These are used to promote online content, for breaking news and other standalone posts. Lead your staff members to regularly submit work for La Voz social media pages and “like” and “share” La Voz stories on these pages as well as on their own social media pages.

Adviser’s role

The adviser’s role is to advise the staff on issues regarding news judgment, writing and placement, content, page design, professional ethics and conduct and other journalistic principles and techniques. The adviser is present at all editorial board proceedings but does not impose editorial positions. It is not the adviser’s role to serve as an editor of the publication and to catch your mistakes. The adviser is not responsible for any mistakes on assignments or the publication. The adviser does not determine content or design. Do not expect the adviser to correct your spelling and grammar in your drafts. Do not expect to be taught about all necessary apps, software programs, etc. You need to be self-motivated to learn on your own.

Journalism conference and awards

Your best work might receive awards. Two times per year, the best of La Voz work will be submitted to three prestigious journalism organizations to be judged. Former students have received many awards.

The staff and editors will have the opportunity to participate in a three-day conference in winter quarter. Priority will be given to top students and/or students who can financially contribute. This conference will be one of the most memorable events of your college career. The conference will

be held March 7-9 in La Jolla, California. Details will be announced later. For more information, visit [Journalism Association of Community Colleges](#) or [Associated Collegiate Press](#) website.

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](#)

Highly recommended textbooks

We provide you with the [staff handbook](#).

The course does not require you to purchase textbooks, but the following books are highly recommended.

AP Stylebook, known as The Journalist's "Bible," Perseus Books Group; Revised Updated edition (preferably the most recent edition, 2022-2024, 56th edition)

Journalism of Ideas

By Daniel Reimold

Dynamics of News Reporting and Writing: Foundational Skills for a Digital Age

By Vincent F. Filak

The Elements of News Writing, James W. Kershner

The Student Newspaper Survival Guide, Rachele Kanigel

Inside Reporting: A practical guide to the craft of journalism, Tim Harrower

Newspaper Designer's Handbook, Tim Harrower

Associated Press Guide to Photojournalism, Brian Horton

Feature and Magazine Writing: Action, Angle and Anecdotes, David E. Sumner and Holly Miller

Feature Writing: The Pursuit of Excellence, Edward J. Friedlander and John Lee

Telling True Stories, Mark Kramer

Writing and Reporting News: A Coaching Method, Carole Rich

Reporting for the Media, John Bender, Lucinda Davenport, Michael Drager and Fred Fedler

News Reporting and Writing, Melvin Mencher

Broadcast News Handbook, C.A. Tuggle, Forrest Carr, Suzanne Huffman

How to Shoot Video That Doesn't Suck, Steve Stockman

These books are good references for nearly everything you will encounter in this class, including writing, editing, photography, videography, broadcasting, etc.

Withdrawal/drop policy

It is the responsibility of the student to formally [drop a class](#). You should not rely on the instructor to drop you from a class for non-attendance, but you may be dropped if you have two consecutive absences. Please consult with your instructor before you drop the course.

College honesty policy

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 via Turnitin. There is a zero-tolerance policy in this class regarding plagiarism, fabrication and cheating.

Plagiarism: To plagiarize is to “steal and use (the ideas, writings and work of others) 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](#).

Fabrication: The use of composite or imaginary situations or characters is not allowed. Occasionally a columnist may use such an approach in developing a piece, but it must be made clear to the reader that the person or situation is fictional.

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.

Student support services

- Guide to Student Services: <https://www.deanza.edu/services/>
- De Anza Villages: <https://www.deanza.edu/villages/>
- Crisis Hotlines: <https://www.deanza.edu/healthservices/hotlines.html>
- Title IX: <http://www.deanza.edu/titleix/>
- Pride Center: <https://www.deanza.edu/pride/>
- Men of Color: <https://www.deanza.edu/mc2/>
- De Anza Connect: <https://www.deanza.edu/counseling/retention/connect.html>
- Undocumented Students: <http://www.deanza.edu/students/undocumented.html>
- HEFAS website: <https://www.deanza.edu/hefas/>

Emergency and police

- Emergency Information: <https://www.deanza.edu/collegeops/emergencies/>
- Campus Police:
 - From a campus phone: Dial 9-1-1
(You don't need to dial "9" before calling 9-1-1 from a campus phone.)
 - From a mobile phone: Call 408-924-8000
 - For non-emergencies: Call 650-949-7313 or dial extension 7-3-1-3 from campus phones

Academic resources:

- Admissions and Records: <http://deanza.edu/admissions/index.html>
- Academic Calendar: <http://www.deanza.edu/calendar/>
- Bookstore: <http://deanza.edu/bookstore/>
- Distance Learning: <http://deanza.edu/online-ed/>
- Faculty and Staff Directories: <http://deanza.edu/directory/>
- Final Exams: <http://www.deanza.edu/calendar/finalexams.html>
- Library: <http://www.deanza.edu/library/>
- Open Education Resources (OER): <http://deanza.edu/academic-services/oer/>
- Registration Instructions and Guide: <http://www.deanza.edu/registration/>
- Student Success Center: <http://www.deanza.edu/studentsuccess/>
- Online Education: onlineeducation@deanza.edu

Community resources

- Billy de Frank LGBT Community Center: <http://www.defrankcenter.org/>
- Domestic Violence Hotline: [1-800-799-7233](tel:1-800-799-7233), [1-800-787-3224](tel:1-800-787-3224) (TTY), <https://www.thehotline.org/>
- Second Harvest Food Bank: <http://www.shfb.org/>
- SIREN (Services Immigrant Rights & Education Network): <http://www.siren-bayarea.org/>

Other resources


- **Information Literacy Videos:** Seven short information videos have been produced though the creative contributions of the Speech Communication Department, the Library and the Office of Communication. The videos are available on the De Anza College YouTube site: <https://www.youtube.com/user/DASWebTeam>
- **Purdue Online Writing Lab (Purdue OWL):** https://owl.purdue.edu/owl/purdue_owl.html

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).

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, Melissa Aguilar 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.

Visit your village

At De Anza, you can find academic and social support through your [Guided Pathways Village](#) . Each [Village Space](#) is a place on campus where you'll find a community of students, faculty and staff members who share your interests, along with events, services and resources that are relevant to your major. The Villages are a [great starting point](#) for the whole college experience:

- Each Village offers events and fun activities keyed to your major and related subjects.
- Each Village has space for you to study alone or in groups.
- Each Village has charging stations, books and games
- Each Village has student ambassadors, instructional faculty and counselors.
- Each Village has Support Service professionals and information to help you find the support you need.
- Each Village can be reserved for club, group or class use, so if you belong to a group looking for a great space to have meetings, you can reserve your space and time.
- Villages are generally open from 10 a.m. to 3 p.m., Monday through Thursday, but there are also special event hours, so check with your Village!

There are also [virtual Villages](#) where you can find relevant [information and services](#) – including [degree and transfer maps](#), which can help you save time and make steady progress toward your goals. If you don't yet belong to your Village, [join yours today!](#)

Courtesy/equity

It is important to respect your instructor/adviser and your classmates, despite disagreements. 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.

Read the “Agreement” carefully!

Agreement

- Professionalism is a must. You must respect your adviser and your fellow classmates. You must be open to learn and be receptive to criticism.
- By signing up for this class, the student grants La Voz News permission in perpetuity to use any material produced for this class in any form -- print, online, on its website, in social media or to promote the student news media or the Journalism Program – anytime. This includes all material created for this class (published, unpublished, tutorial, etc.).
- La Voz reserves the right to use your name and your pictures online, in print, on social media, in advertisements, etc., now and/or in the future.
- Your contact information will be distributed among your fellow classmates and La Voz freelancers and contributors.
- You have no right to manipulate, modify or take down posted/published work on any La Voz platforms.
- Anyone not enrolled in the class is not allowed in the classroom.
- All material for publication runs first in La Voz News (print or online) before any other publications.
- Assignments **MUST** be assigned or pre-approved by the editor-in-chief, managing editor section editors and/or the adviser in some cases.
- You introduce yourself as a representative of La Voz News **ONLY** during the quarter, even if you plan to return next quarter, you are not a representative of La Voz during the break.
- The students' work is the property of La Voz. La Voz has unlimited right to sell or use the students' work in ads or elsewhere.

- By signing up for this class, students understand, accept and agree to every policy on this syllabus. That covers professional conduct, plagiarism, absenteeism, copyright – everything. You must follow instructions.
- The equipment and supplies of La Voz are used for production of the publication or related educational projects specifically approved by the adviser. Only La Voz students may use the facilities, equipment and supplies of the newsroom.
- There are cameras, recorders, mics, laptops, etc. Students are responsible to return the loaned items in the same good condition. If the tools don't function well, after they are returned, or they are lost/stolen, etc., students are responsible for replacing the exact items or paying the equivalent.
- The newsroom cannot be open beyond scheduled times. Production **must be** completed within that time. Do not ask for an extension.
- As part of the requirements of this course, you need to recruit staff members by distributing flyers, doing presentations, promoting the course on social media, etc.
- You are responsible for your own learning. Read the syllabus and the staff handbook carefully and take notes in the class.
- You are required to have weekly contribution to the publication.
- Your work might be viewed/critiqued/edited by anyone in this class, and the final version of assignments will be published, which is viewable by public.
- In some cases, we might have live edit sessions, when students' assignments are reviewed by the peers, the instructor and/or guest speakers live in class or on Zoom.
- Your work is finished when the final product is finished. Teamwork is essential.
- If you don't have a contribution to a print issue, your name will be removed from the staff box.
- Your work will be published with your legal name, stated on the roster.
- Please note: The instructor reserves the right to modify the course schedule, assignments and points. Students will be notified of possible schedule changes.

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!