

# News Editing

Oklahoma City University  
Spring 2017  
MCMJ 3313 - 3 credit hours  
9:30-10:45 a.m. TR  
Walker Center, Room 122

## Professor

Dr. Kenna Griffin

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*I have an open-door policy and am happy to discuss journalism with you at any opportunity. You do not need to schedule an appointment to discuss course-related matters with me. However, if you want to guarantee an uninterrupted one-on-one that will take longer than 15 minutes, I encourage you to schedule time to ensure we can provide one another our undivided attention.*

## Required Texts & Course Materials

Associated Press. (2016). In Kent, T., Minthorn, D., Jacobsen, S. & Froke, P. (Eds.), *The Associated Press Stylebook*. New York, NY: The Associated Press.

Brooks, B.S. & Pinson, J.L. (2014). *The Art of Editing in the Age of Convergence*, 10th edition. New York: Pearson.

Clark, R.P. and Fry, D. (2003). *Coaching Writers*, second edition. MA: Bedford/St. Martin's.

Geisler, J. (2012). *Work Happy: What Great Bosses Know*. New York, NY: Center Street.

Gillman, M.L. (1998). *One Word, Two Words Hyphenated*. NCRA Press.

Kovach, B. and Rosenstiel, T. (2014). *Elements of Journalism: What Newspeople Should Know and the Public Should Expect*, 3<sup>rd</sup> edition. NY: Three Rivers Press.

Provided handouts

Materials posted in the course Facebook group, which I will invite you to join.

*NOTE: I may add other materials during the semester.*

## Recommended Texts

Good media practitioners (and citizens) are well-informed news consumers.

You should read *The Oklahoman* ([www.newsok.com](http://www.newsok.com)) daily, as it is the “paper of record” in our city. You also should read OCU campus news on MediaOCU ([www.mediaocu.com](http://www.mediaocu.com)) every day and weekly in *The Campus* newspaper (published on Wednesdays). I also recommend you read at least one national newspaper and watch at least one televised newscast each day.

In addition, I recommend you visit and participate in discussions on my media blog, [www.profkrg.com](http://www.profkrg.com). The site acts as a resource for students and an open forum for discussion of trends in our profession. You can sign up for weekly email newsletters on the blog, which will keep

you from missing posts. You also can follow the blog on Twitter *@profkrg* or on Facebook ([www.facebook.com/profkrg](http://www.facebook.com/profkrg)).

Responsible citizens are avid news consumers. Information is the key to a democratic society. Develop the habit of daily news consumption now if you haven't already.

## Course Description

In this course you will study the behind-the-scenes aspects of the multimedia newsroom including staff structure and management, and properly editing copy, photos and design for today's various news platforms.

You also will learn how to apply the basic elements of Associated Press style and editing marks to writing.

You will understand how to select content, prepare copy for publication in/on a variety of platforms, edit photographs, write headlines, choose type, and paginate printed pages.

You will learn these aspects of journalism by participating in classroom lectures, practical editing assignments, regular readings, weekly quizzes, and comprehensive examinations.

As part of this course you will be required to write and edit copy for OCU's Student Publications staff.

Upon completion of this course, you will understand successful approaches to multimedia news editing and newsroom management.

## Grading

I will attempt to grade all class assignments and return them to you within a week of submission. You are encouraged to visit my office to discuss any questions or concerns you have about your grades on individual assignments or in the course as a whole. You are strongly discouraged from openly discussing your grades during class sessions.

Your grade for this course will consist of grades in five categories:

- Final exam - 25 %
- Midterm exam - 20 % (45 % at midterm)
- Assignments - 30 %
- Quizzes - 15 %
- Attendance/participation - 10 %

*NOTE: Be certain to sign the attendance sheet during every class session. It is the method I will use for tracking your attendance. If you will miss class for a university-sanctioned happening, I must have a notice beforehand from the appropriate university official. Failure to provide such documentation will result in your absence being counted against you. You are encouraged to submit due assignments before your approved absence. If you are unable to do so, you must arrange it with me and submit any assignment at the beginning of your return class session.*

## Exams

You will take two exams—a midterm and a final—in this course. The exams each will consist of 10 essay questions, each worth 10 points, for a total of 100 points per exam. Partial credit will be given where applicable.

The midterm exam is from **9:30-10:45 a.m. March 7**. It is worth 20 percent of your final grade, but is worth 45 percent at midterm.

The final exam is from **8-10 a.m. May 4**. It is worth 25 percent of your final grade.

The exams will consist of materials covered in text readings, lecture materials, handouts, and links shared in the course Facebook group. You should finalize all text readings before the exams. I will address components of the exams as they are discussed in class. I also will provide a review for each exam. Please understand that I am not interested in your ability to memorize content, therefore the exams will consist mostly of applying the knowledge you've learned in the course to "real world" scenarios.

You should plan to take the exams at the scheduled time. Make-up exams will be given only in extreme emergencies (aka: death or near death). I am unlikely to approve a make-up exam. If I do, the make-up exam will be more academically rigorous than the original.

Your exams will not be returned to you after they are graded. However, we will review them in class. I am happy to discuss any questions you have before or after your exams.

## Reading Discussions

You will read three "mainstream" (non-textbook) books during the course—*Work Happy: What Great Bosses Know* by Jill Geisler, *Coaching Writers* by Roy Peter Clark and Don Fry, and *The Elements of Journalism* by Bill Kovach and Tom Rosenstiel.

These books can be purchased through the university or local bookstores, online, and in eBook format. There also should be one copy of each book in the university library.

You will participate in online discussions based on this reading.

First, you will post a reading discussion in the course Facebook group each week. The discussion post should address:

- What surprised you or caught your attention in the readings and/or,
- Questions you have after completing the reading, and/or
- A reflective paragraph that ties the readings back to the course, your understanding of trauma and/or your future role as a media practitioner.

You must post your discussion **by midnight Tuesday**. Each discussion post is worth 100 points.

You then need to read all of your classmates' posts and come to Thursday class sessions prepared to discuss the readings and respond further.

Discussions are "all or nothing" credit. There is no required length for posts. However, you will not receive credit for a discussion that isn't well considered and prepared. You also will not receive credit for a personal rant or a poorly written post.

Discussion posts are subject (to some extent) to your schedule. You are welcome to submit discussion posts before the deadline. However, I encourage you to actively participate in subsequent posts. Please feel free to keep the discussion going on any post beyond what is required. We can use the posts as an opportunity to learn from one another and others in the community who choose to comment.

I may not respond to every response you post. However, I will read every post. I also will be an active participant in each overall post. I encourage you to do so as well.

It is critical that you respect the discussion posts as a learning tool. It is acceptable to have an academic discussion that includes opposing viewpoints. However, you must always debate facts and avoid personal attacks or derogatory remarks. I reserve the right to remove any post for any

reason. If I remove your post, you will not receive credit. Repeated inappropriate responses will result in forfeiting the discussion post portions of your grade.

Readings and discussions are scheduled below in the course schedule. The following are the dates scheduled for discussion posts. I reserve the right to alter this schedule at any time during the semester.

- **Discussion 1** - Jan. 12
- **Discussion 2** - Jan. 19
- **Discussion 3** - Jan. 26
- **Discussion 4** - Feb. 2
- **Discussion 5** - Feb. 9
- **Discussion 6** - Feb. 16
- **Discussion 7** - Feb. 23
- **Discussion 8** - March 2
- **Discussion 9** - March 9
- **Discussion 10** - March 21
- **Discussion 11** - March 30
- **Discussion 12** - April 6
- **Discussion 13** - April 13
- **Discussion 14** - April 20
- **Discussion 15** - April 27

Please also feel free to discuss these readings, quotes that stand out to you, etc. in the course Facebook group.

## Story Assignments

You will be assigned an editorial beat for the class. Your beat will be the basis for all of the stories you write for the course.

You will not receive credit for a story that is planned for any of OCU's Student Publications or already has run in one of them. You are encouraged to discuss your ideas with me before you begin the writing process.

A story from your beat is due every other Thursday during the course. The following are the dates scheduled for news stories. I reserve the right to alter this schedule at any time during the semester.

- **Story 1** - Jan. 19
- **Story 2** - Feb. 2
- **Story 3** - Feb. 16
- **Story 4** - March 23
- **Story 5** - April 6
- **Story 6** - April 20

Because of the extended nature of the deadlines, you are encouraged to choose topics with an extended news peg (think features or investigative pieces).

Stories should be single-spaced. Write until you are done. Rewrites are required.

## Griffin's grades

I award writing grades based on the following standards:

- **A** - Copy is publishable with little editing.
- **B** - Copy is publishable with minor editing and revisions.
- **C** - Portions of the copy would need to be rewritten and closely edited before the story could publish.
- **D** - Copy contains major factual, structural, writing, and usage flaws. It is doubtful whether it could be published. It definitely could not be published without major work.
- **F** - Copy does not meet even minimal standards for the assignment. This grade also is received if a name is misspelled in the writing. Remember that if you don't correctly name sources it's pointless to have written the story at all.

*NOTE: The AP Stylebook should be used for all writing assignments. You are responsible for using correct spelling, grammar and usage from the beginning of the semester.*

## Quizzes

You will complete a weekly AP Stylebook quiz at the beginning of each Thursday's class. You must be present to take the quiz.

The quizzes will consist of you rewriting 10 sentences using correct grammar and AP Style. They are worth 100 points each. No partial credit will be given. You must attend the class to take the quiz. You are allowed to use your AP Stylebook and any other materials you bring to class on the quizzes.

The following are the dates scheduled for stylebook quizzes. I reserve the right to alter this schedule at any time during the semester.

- Quiz 1 - Jan. 12
- Quiz 2 - Jan. 19
- Quiz 3 - Jan. 26
- Quiz 4 - Feb. 2
- Quiz 5 - Feb. 9
- Quiz 6 - Feb. 16
- Quiz 7 - Feb. 23
- Quiz 8 - March 2
- Quiz 9 - March 9
- Quiz 10 - March 23
- Quiz 11 - March 30
- Quiz 12 - April 6
- Quiz 13 - April 13
- Quiz 14 - April 20
- Quiz 15 - April 27

## Deadlines

Deadlines are critical in the news industry. Do not attempt to submit work after the deadline. It will not be accepted. There are few (if any) exceptions.

## Missed Assignments

Missed assignments cannot be made up without my approval.

I will not accept assignments sent to class with peers.

If you miss class, it is your responsibility to obtain any assignments, handouts and notes that you miss. I will not contact you regarding your absence. I also will not save copies of course materials distributed during individual class periods.

If you need an extension on an assignment because of an absence, you must schedule a time to discuss it privately with me.

If you miss an assignment and are allowed to make it up, you must do so at the scheduled time or you will not receive credit.

## Attendance

Journalists must be reliable. Missing deadlines can cost you your job.

Course attendance and participation are required and will be counted as 10 percent of your final grade. You are expected to arrive to class on time and leave when class is complete.

At this point in your academic career you should understand the concept of decisions and consequences. You are free to make your own decisions regarding your attendance. However, it's important that you are aware that lack of attendance in any class will result in you missing

important material that will not be repeated. In addition, repeat absences will result in the lowering of your final grade.

If you cannot avoid missing class, you must notify me prior to the class session. Do not assume that I know you will not be present. Communicate with me regarding every necessary absence. Notification of an absence from anyone but yourself will not be considered adequate. Do not send word of your absence via another classmate. I will give excused absences on a case-by-case basis.

Remember: ***You make choices. You live with the consequences.***

## **Participation**

You are required to participate in class. Participation could include commenting on readings, interactive lecture, and careful and active note taking.

Asking questions always is encouraged. Discussion of things unrelated to class is discouraged.

You are not allowed to be disruptive in any way that takes class value away from your classmates.

In addition, you must always attend class prepared for participation. This includes having paper, copied notes, books, writing utensils, etc.

## **Technology**

You are allowed to use a laptop to take notes during course sessions. You are not allowed to have your cell phone ringer or alert notifications on during class. Students found texting or using computers for anything other than note taking during class will be asked to discontinue the practice or leave. Repeated issues will result in lowering of your attendance/participation grade.

## **Printing**

Assignments must be completed outside of class, unless otherwise directed. All assignments must be typed and stapled.

You will not be excused from class to print assignments. Do not come to class to discuss printing with me. It is up to you to determine if you should be late to class to print.

If you do not have access to a computer and/or printer, you are welcome to use the mass communications computer lab at the front of our department. However, the lab does not have set hours and is not always open, so plan ahead.

Malfunctions of the equipment in the computer lab will not constitute an excuse for a late assignment.

## **Course schedule**

*This schedule is tentative and subject to change. Please complete the readings before the class session for which they are assigned. I will move ahead in the lecture if we complete a subject early.*

### **WEEK 1**

**Tuesday, Jan. 10** - Course introduction

**Thursday, Jan. 12:**

- Discussion: *The State of the News Industry*
- Read:
  - *Work Happy: Chapter 1, The Challenges and Joys of Management*

- *Work Happy: Chapter 2, What Employees Never Forget*
- *Work Happy: Chapter 3, How to Tap the Power Grid of Leadership*
- Reading discussion 1 due
- Editing Quiz 1

## **WEEK 2:**

**Tuesday, Jan. 17**

- Discussion: *Journalism as a Profession*

**Thursday, Jan. 19**

- Discussion: *Journalism as a Profession*
- Read:
  - *Work Happy: Chapter 4, Manage Yourself, So You Can Lead Others*
  - *Work Happy: Chapter 5, You and Your Big Mouth*
  - *Work Happy: Chapter 6, To Win the Battle for Your Time*
- Reading discussion 2 due
- Editing Quiz 2
- Story 1 due

## **WEEK 3:**

**Tuesday, Jan. 24**

- Discussion: *The Changing Editorial Job*
- Read:
  - *AOE: Chapter 1, Editing for Today's Changing Media*
  - *AOE: Chapter 2, The Editor and the Audience*

**Thursday, Jan. 26**

- Discussion: *The Changing Editorial Job*
- Read:
  - *Work Happy: Chapter 7, You Should Not Treat Everyone the Same*
  - *Work Happy: Chapter 8, Motivation that Really Matters, Boss*
  - *Work Happy: Chapter 9, The Secret to Performance Management*
- Reading discussion 3 due
- Editing Quiz 3

## **WEEK 4:**

**Tuesday, Jan. 31**

- Discussion: *Manager v. Leader*

**Thursday, Feb. 2**

- Discussion: *Manager v. Leader*
- Read:
  - *Work Happy: Chapter 10, You Can't be too Nice for Tough Talk*
  - *Work Happy: Chapter 11, Stop Fixing, Start Coaching*
  - *Work Happy: Chapter 12, Change is the New Normal*
- Reading discussion 4 due
- Editing Quiz 4
- Story 2 due

## **WEEK 5:**

**Tuesday, Feb. 7**

- Discussion: *Why Coach?*
- Read:
  - AOE: Chapter 4: *Macro Editing for the Big Picture*

**Thursday, Feb. 9**

- Discussion: *Why Coach?*
- Read:
  - *Work Happy*: Chapter 13, *What's It Really Like to Work Here?*
  - *Work Happy*: Chapter 14, *Management is a Team Sport*
  - *Work Happy*: Chapter 15, *For Great Bosses, It's Always about the Values*
- Reading discussion 5 due
- Editing Quiz 5

**WEEK 6:**

**Tuesday, Feb. 14**

- Discussion: *Coaching Personalities*

**Thursday, Feb. 16**

- Discussion: *Coaching Personalities*
- Read:
  - *Coaching Writers*: Chapter 1, *The City Editor Coaches the New Reporter*
  - *Coaching Writers*: Chapter 2, *Sharing Control of the Story*
  - *Coaching Writers*: Chapter 3, *How to Consult with Reporter*
- Reading discussion 6 due
- Editing Quiz 6
- Story 3 due

**WEEK 7:**

**Tuesday, Feb. 21**

- Discussion: *Coaching the Process*
- Read:
  - AOE: Chapter 3, *The Editing Process*

**Thursday, Feb. 23**

- Discussion: *Coaching the Process*
- Read:
  - *Coaching Writers*: Chapter 4, *Good Editors Study Good Writers*
  - *Coaching Writers*: Chapter 5, *Models for Editors*
  - *Coaching Writers*: Chapter 6, *Coaching for Confidence*
  - *Coaching Writers*: Chapter 7, *Coaching for Diversity*
- Reading discussion 7 due
- Editing Quiz 7

**WEEK 8:**

**Tuesday, Feb. 28**

- Discussion: *Law and Ethics*
- Read:

- AOE: Chapter 5, *Macro Editing for Legality, Ethics and Propriety*

**Thursday, March 2:**

- Reading Discussion 8 due
- Read:
  - *Coaching Writers*: Chapter 8, *Discovering the Writing Process*
  - *Coaching Writers*: Chapter 9, *Working Through the Writing Process*
  - *Coaching Writers*: Chapter 10, *Coaching for Clarity*
- Editing Quiz 8
- Midterm Review

**WEEK 9:**

**Tuesday, March 7- Midterm Exam**

**Thursday, March 9**

- Read:
  - *Coaching Writers*: Chapter 11, *Coaching Top to Bottom*
  - *Coaching Writers*: Chapter 12, *Coaching for Revision*
  - *Coaching Writers*: Chapter 13, *A Vocabulary for Writing and Coaching*
- Editing Quiz 9
- Reading Discussion 9 due

**Monday, March 13-Friday, March 17 – Spring Break. No class!**

**WEEK 10:**

**Tuesday, March 21:**

- Discussion: *Micro Editing*
- Read:
  - AOE: Chapter 6, *Micro Editing for Grammar and Usage*
  - AOE: Chapter 7, *Micro Editing for Style, Spelling and Tightening*

**Thursday, March 23:**

- Discussion: *Micro Editing*
- Read:
  - *Coaching Writers*: Chapter 14, *Coaching for Broadcast*
  - *Coaching Writers*: Chapter 15, *Coaching for Electronic Media*
  - *Coaching Writers*: Chapter 16, *How to Get Coached*
  - *Coaching Writers*: Chapter 17, *Copy Editors as Partners*
- Reading discussion 10 due
- Editing Quiz 10
- Story 4 due

**WEEK 11:**

**Tuesday, March 28**

- Discussion: *Headlining Stories*
- Read:
  - AOE: Chapter 9, *Writing Headlines, Titles, Captions and Blurbs*

**Thursday, March 30**

- Discussion: *Headlining Stories*
- Read:

- *Coaching Writers: Chapter 18, Coaching as a Form of Leadership*
- *Coaching Writers: Chapter 19, Coaching for Values and Ethics*
- *Coaching Writers: Chapter 20, The Courage to Coach*
- Reading discussion 11 due
- Editing Quiz 11

**WEEK 12:**

**Tuesday, April 4**

- Discussion: *Capturing Images*
- Read:
  - AOE: Chapter 10, *Using Photos, Graphics and Type*

**Thursday, April 6**

- Discussion: *Capturing Images*
- Read:
  - *Elements of Journalism: Chapter 1, What is Journalism For?*
  - *Elements of Journalism: Chapter 2, Truth: The First and Most Confusing Principle*
  - *Elements of Journalism: Chapter 3, Who Journalists Work For*
- Reading Discussion 12 due
- Editing Quiz 12
- Story 5 due

**WEEK 13:**

**Tuesday, April 11**

- Discussion: *Editing Pages*
- Read:
  - AOE: Chapter 11, *Editing for Newspapers*

**Thursday, April 13**

- Discussion: *Editing Pages*
- Read:
  - *Elements of Journalism: Chapter 4, Journalism of Verification*
  - *Elements of Journalism: Chapter 5, Independence from Faction*
  - *Elements of Journalism: Chapter 6, Monitor Power and Offer Voice to the Voiceless*
- Reading discussion 13 due
- Editing Quiz 13

**WEEK 14:**

**Tuesday, April 18**

- Discussion: *Editing Online*
- Read:
  - AOE: Chapter 13, *Editing for Web*

**Thursday, April 20:**

- Discussion: *Editing Online*
- Read:
  - *Elements of Journalism: Chapter 7, Journalism as a Public Forum*
  - *Elements of Journalism: Chapter 8, Engagement and Relevance*

- *Elements of Journalism*: Chapter 9, *Make the News Comprehensive and Proportional*
- Editing Quiz 4
- Reading discussion 14 due
- Story 6 due

#### **WEEK 15:**

##### **Tuesday, April 25**

- Discussion: *Editing Video*
- Read:
  - AOE: Chapter 14: *Editing for Broadcast Media*

##### **Thursday, April 27**

- Discussion: *Editing Video*
- Read:
  - *Elements*: Chapter 10, *Journalists Have a Responsibility to Conscience*
  - *Elements*: Chapter 11, *The Rights and Responsibilities of Citizens*
- Reading Discussion 15 due  
Editing Quiz 15

#### **FINALS WEEK:**

**Thursday, May 4 - Final exam from 8-10 a.m.**

## **Petree College of Arts & Sciences Mission**

The historic mission of the Petree College of Arts and Sciences has been and continues to be centered on providing the essential liberal arts and sciences foundation for Oklahoma City University. The faculty of the Petree College is committed to offering career-focused undergraduate, graduate, and professional degree programs that build on a reputation for academic excellence, emphasizing the intellectual and moral development of our students in a nurturing environment that assures the maximum development of each student's unique potential. The Petree College accepts as central to its mission responsibility for providing the foundation in critical reading, writing, and thinking skills; developing aesthetic sensitivity and moral awareness; and implementing the service-learning components of the general education program for all undergraduate students across the university.

## **Mass Communications Departmental Policies**

#### **LATE WORK:**

- No late work will be accepted for full credit without prior arrangement with the instructor.
- Work is due at the beginning of the class session.

#### **EXAMINATIONS:**

- No makeup examinations will be given unless prior arrangements are made with the instructor.
- **NO FINAL EXAMS WILL BE GIVEN EARLIER THAN ANNOUNCED BY THE INSTRUCTOR. NO EXCEPTIONS.** Students who make travel plans without confirming the scheduled finals date for this class do so at their own risk.

Students who travel prior to the scheduled final exam will be unable to take the examination and must accept a zero test score.

**INCOMPLETE:**

Incomplete grades are not a student option except under extreme circumstances. Students seeking an incomplete must submit a written request supported by documentation verifying the need for this extension. Incompletes are given for a limited period of time.

**TARDINESS/ATTENDANCE:**

Students are expected to be in class on time. Entering the classroom late is unprofessional and disruptive. Repeated tardiness is unacceptable. Students should be punctual and prepared, since these are the qualities expected by the business community. Attendance will be taken at each class session. Students are expected to attend all class sessions.

**GRADING SCALE:**

93.0 - 100	=	A	
90.0 - 92.99	=	A-	
87.5 - 89.99	=	B+	
82.5 - 87.49	=	B	
80.0 - 82.49	=	B-	
77.5 - 79.99	=	C+	
72.5 - 77.49	=	C	
70.0 - 72.49	=	C-	
67.5 - 69.99	=	D+	
62.5 - 67.49	=	D	
60.0 - 62.49	=	D-	
Below 60.0	=	F	Not I or W

**CHEATING/PLAGIARISM:**

**STANDARD OF RESPONSIBILITY**

Oklahoma City University was founded upon strong values and high standards. Honesty in academics is a priority. Students should be advised that cheating and plagiarism are not tolerated. The Academic Honesty Policy can be found online at <http://starport.okcu.edu/ad/aa>

Cheating is defined as using, or supplying information that is not authorized by the instructor in taking an examination or completing any other assignment. Cheating also includes turning in another's work and representing it as being your own.

Plagiarism is defined as a unique form of cheating where persons turn in another's work and represent it as being their own. This would include: 1) purchasing term papers and turning them in as if they are original work; 2) using a paper that has previously been turned in; 3) copying passages verbatim from books, articles, etc.; 4) submitting material for grades in which the student has not done the work required; 5) collusion – the unauthorized collaboration with another person; 6) misrepresentation of actions and 7) falsifying information.

Every student is expected to observe the highest standards of conduct, both on and off the campus. The University cannot accept the responsibility for the education of any student who is not in sympathy with the purposes and the regulations of the University.

Mass Communications students should be aware that this department considers the above-described conduct to be dishonorable and dishonest. Students found cheating or plagiarizing will

receive a grade of “0”, which is an “F”, on the involved examination, project or paper and, at the professor's discretion, may receive a failing grade for the entire course.

#### **EXAMINATION EQUIPMENT:**

Students are not permitted to use or access the following items during an examination:

- Dictionaries
- Electronic spellers, translators, dictionaries or calculators
- Computers
- Class notes, books

Once any examination has begun, if a student wishes to leave the room they must be prepared to turn in their examination paper and/or blue book. And, it will not be returned to them for additional work.

#### **DISABILITY STATEMENT:**

If you believe that you need accommodations for a documented physical, psychiatric, or learning disability, please contact the Disabilities Services Coordinator at (405) 208-5895 for an appointment to discuss your needs and the process for requesting accommodations.

The Disabilities Services Coordinator is responsible for coordinating disability-related accommodations and will issue students with a documented Letter of Accommodation, as appropriate.

Since accommodations may require early planning and are not provided retroactively, please contact the Disabilities Services Coordinator as soon as possible.

Students with approved accommodations should meet with me during my office hours so that we can discuss how to meet your needs this semester. Additionally, I am available during my office hours to speak with students about other concerns, such as medical emergencies or arrangements in case the building must be evacuated. My office location and hours are at the top of the syllabus.

#### **SEX AND GENDER-BASED DISCRIMINATION:**

Under Title IX, you have the right to an education free of sex or gender-based discrimination, harassment, and violence. Issues addressed by Title IX include acts of discrimination, pregnant or parenting status, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and sex or gender-based hate crimes. Title IX applies to students, faculty, staff, guests, and anyone accessing OCU programs and services.

As OCU employees, all faculty members are required to report form of discrimination, harassment, or violence addressed by Title IX to the Title IX Coordinator within 24 hours. After receiving a report, you will be contacted by one of OCU's Title IX administrators to discuss your report, the support the university can provide, and your options for pursuing a resolution to the issue through the university.

If you would like to make a report or learn more, please contact OCU's Title IX Coordinator by calling (405) 208-5075 or visit <http://www.okcu.edu/admin/hr/titleIX/index>. That website also contains links to other local resources, OCU's non-discrimination policies and procedures, and contact information for the University's Title IX administrators.

For emergencies, you can contact OCU's police department at (405) 208-5911. For free and confidential support on campus, you can contact University Counseling by calling (405) 208-7901. For medical issues, you can contact the Campus Health Center at (405) 208-5090. They are confidential as well.

#### **EVACUATION POLICY:**

The evacuation plan for Walker Center is as follows: Everyone on the first floor proceeds out the north doors to the north parking lot. Everyone on the second floor must exit down the north stairway, out the north doors to the parking lot. The shelter locations for Walker Center are as follows: WC 143, WC 144, and the men's and women's restrooms on the first floor. These rooms are on the east side of the first floor.

## POLICY STATEMENT

I have read the above stated policies for the Spring 2017 semester for the Mass Communications Department.

I understand the policies and agree to abide by them.

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Name

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B#

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Date

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Course Name and Number