

# JOUR 62a, b, c, d, e and f

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**REQUIRED ON-CAMPUS ORIENTATION:** Tuesday Sept. 26 from 6-7:30 p.m. or Wednesday Sept. 27 from 5-6:30 p.m. in Room L41.

**PROFESSOR:** Cecilia Deck [deckcecilia@fhda.edu](mailto:deckcecilia@fhda.edu)

**OFFICE:** Room L41 **PHONE:** 408-864-8588

**OFFICE HOURS:** Mondays noon-2 p.m.; Tuesdays and Thursdays 1:30-3 p.m. and 5-6 p.m. **AND** La Voz production times (see calendar below)

## DESCRIPTION

These one-unit online distance learning classes help produce La Voz News, the La Voz website ([lavozdeanza.com](http://lavozdeanza.com)), Video La Voz and associated social media. Students receive assignments in by Google Docs. On-campus presence is required for most assignments.



**canvas** These courses use Canvas online course management. Enrolled students can log in through MyPortal on Monday, Sept. 25.

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## WHAT IS LA VOZ?

- A First Amendment student publication that includes La Voz News along with our website, social media and video content. Students create and control the content, from ads to stories and photos to layout.
- 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 on time.
- A student activity. La Voz media and the students who produce it are an integral part of life on campus.

## GOALS FOR STUDENTS IN THESE COURSES

- Produce and contribute appropriate journalistic assignments for print, visual media and/or online student media.
- Communicate with one or more editors to obtain assignments, work on approaches and edit for publication.
- Keep a weekly log of learning activities and assignments.

## TEXTBOOKS

- La Voz Handbook* (online)
- Associated Press Stylebook*, 2016 or later. Also available as online, as an app, or as an add-on to Microsoft WORD.
- Recommended: Harrower, *Inside Reporting*, any edition.

## FACILITIES

Our newsroom in L-41 features large-screen Mac computers with most Adobe Creative Suite programs. Students are welcome to work in the lab during open hours – my office hours and other times TBA. We lend out equipment such as voice recorders, cameras, tripods and Lavalier mics. We also have books on reporting, photojournalism and graphics.

## PLAGIARISM/ACADEMIC INTEGRITY

Reporting and producing content for media involves seeking information from varied sources. All sources must be attributed news-style. If you cut-and-paste material from the Internet or copy information from another source and don't attribute it specifically, that is plagiarism. Professional journalists who plagiarize are fired and blacklisted. I will likely report any plagiarism incident to the Dean of Student Development and it could appear on your permanent record. The assignment will not fulfill course requirements.

## REQUIREMENTS

- Pitch story ideas to editors and/or request available stories.
- Log in to Canvas at least once per week. Post weekly information assignments in Assignments.
- If two weeks go by and you have not logged into Canvas, you may be dropped.
- Specific requirements vary by class. Expect to spend at least **three hours per week** on assignments.
- Complete readings, discussion assignments and quizzes in Canvas as assigned.
- Assignments for print or online La Voz News **MUST** be assigned or pre-approved by an editor (or the adviser in rare cases).
- Behave in a professional manor, complete assignments by deadline and keep editors informed.
- Keep a record of time spent on class activities and submit in reports in Assignments it at midterm and at the end of the quarter.
- Specific estimates:
  - 62a – Reporting – Four or more story assignments
  - 62b – Photography – Four or more photo assignments
  - 62c – Video – Two or more video assignments
  - 62d – Digital – Three or more hours per week
  - 62e – Graphics – Three or more graphic assignments
  - 62f – Copy Editing for Student Media – three hours per week during production weeks; read copyediting chapters in Canvas and complete quizzes.

## GRADING:

Points and Grading Scale (out of 100):

60 points – Production assignments (vary by course): Timeliness, ethical use of sources, professionalism.

10 points – 10 weekly information assignments in Canvas.

10 points – Quizzes

10 points – Mid-term and end-of-quarter report.

95–100=A, 90–94=A-, 87–89=B+, 84–86=B, 80–83=B-, 76–79=C+, 70–75=C, 0–69=no pass

To earn full points on production assignments, follow editors' instructions, submit by deadline and stay in contact with editors.

## EXTRA HELP AND SUPPORT

- Help with all aspects of journalism is available from the instructor, the editors and La Voz's peer assistants. For office/lab hours, see the main door of L-41 (around the side of the building).
- Help with many other aspects of life at De Anza is available at Student Health Services, Financial Aid and several tutoring centers.
- Disability Support Services in SCS 141 has a mission to ensure access to the college's curriculum, facilities and programs and to promote student success in realizing individual educational and vocational goals.
- Other services include:
  - Tutoring (Student Success Center): <http://www.deanza.edu/studentsuccess/>
  - Counseling: <http://www.deanza.edu/counseling/> (Student Services Building)
  - Financial Aid: <http://www.deanza.edu/financialaid/> (Student Services Building)
  - Library: <http://www.deanza.edu/library>

## DISRUPTIVE BEHAVIOR

The college will enforce all policies and procedures set forth in the Standards of Student Conduct (see catalog). Any student disrupting the class or lab may be asked to leave. Administrative follow-up may result. Also see the La Voz Handbook.



**Behavior in the La Voz lab and office** – Students should do their part to keep the La Voz lab, office and break areas professional and welcoming. Avoid language that could be construed as sexist, racist, ageist or intolerant of LGBT people or persons with disabilities. If you experience discomfort because of language use, **please see the adviser.**

**Sexual harassment** – creating a *hostile or offensive work environment*. As defined by the U.S. Department of Education, "Hostile environment harassment occurs when **unwelcome** conduct of a sexual nature is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student or even someone visiting the school, such as a student or employee from another school." If you feel that you are being sexually harassed, **please see the adviser.**




## FALL '17 PRINT SCHEDULE

La Voz is published every two weeks, starting Sept. 25. The orientation issue is produced before the beginning of the quarter. Email instructor Cecilia Deck at [deckcecilia@fhda.edu](mailto:deckcecilia@fhda.edu) if you're interested in working on the first issue (which will earn you credit toward your assignment requirements).

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

-  La Voz print days
-  La Voz production days:  
Wednesday 6-11 p.m.  
Thursday 6-11 p.m.  
Friday: 10 a.m. to 4 p.m.

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

-  Thanksgiving days off
-  Last day of quarter - Editor applications due by noon
-  Exam week - La Voz potluck/exam Dec. 12 4-6 p.m.

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						