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Calumet College

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of Saint Joseph

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## COURSE SYLLABUS

**Term: Spring 2017**

<b>Reporting &amp; Writing for the Media (EWPC 316X)</b>
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<b>Instructor Information:</b>	
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<b>Instructor Name</b>	Steve T. Gorches
<b>Office Number:</b>	n/a
<b>Phone Number:</b>	(219) 331-5600 (cell)
<b>Email:</b>	<a href="mailto:sgorches@gmail.com">sgorches@gmail.com</a> OR <a href="mailto:sgorches@ccsj.edu">sgorches@ccsj.edu</a>
<b>Hours Available:</b>	Tuesday 4-7 p.m. (right before class at CCSJ), or by appointment
<b>Instructor Background:</b> I am the son of a mother who was a graduate student at CCSJ, and a father who was a teacher for almost 20 years. CCSJ was part of my upbringing, from spending time here with my mom when she took classes, to growing up in Whiting/Robertsdale as a Catholic and knowing several of the deacons from CCSJ. Why am I teaching a class on reporting and news media as an adjunct professor? Because I've been in the local news media for almost 18 years, writing for multiple Northwest Indiana newspapers (Post-Tribune, Times of Northwest Indiana, Chicago Sun-Times, The News-Dispatch of Michigan City, The La Porte County Herald-Argus, and even the NWI Catholic, which is the newspaper of the Diocese of Gary) and I love my job. I've been a sports writer, columnist and sports editor for almost all of those years, but the basic premise of reporting and writing doesn't change from news to sports. I love the journalism business and hope to pass that love on to you, too.	

<b>Course Information:</b>	
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<b>Course Time:</b>	7-10 p.m.
<b>Classroom:</b>	
<b>Prerequisites:</b>	
<b>Required Books and Materials:</b>	<i>Inside Reporting, 3<sup>rd</sup> edition</i>
<b>Learning Outcomes/ Competencies:</b> <ol style="list-style-type: none"><li>1. To understand the history, nature and basic process of writing and reporting in the media</li><li>2. To comprehend the news writing process, from developing a story idea to collecting information, to writing and editing</li><li>3. How to use multiple sources to collect information</li><li>4. The art of interviewing sources, from talking and listening to taking notes</li></ol>	

5. To write objective stories with hard leads, structured bodies and effective endings
6. To write effective feature stories with compelling and rich leads
7. To understand the ethical and legal issues involved in media writing (accuracy, libel, privacy, plagiarism, etc.) and to have a moral compass when it comes to media writing
8. To write opinionated editorial columns on passionate subjects.
9. To take advantage of social media for news gathering, reporting and interviewing

**Course Description:** This course teaches students the fundamentals of news reporting and writing for the various media outlets. It concentrates on traditional computer-assisted research skills and the news, feature and editorial writing skills important in multiple media platforms, focusing on objective communication style. It also introduces students to the legal and ethical issues central to working in the ever-changing media industry.

**Learning Strategies:**

Blackboard, technology, discussion, guest speakers from multiple aspects of the media industry

**Assessments:**

<b>Grade breakdown:</b>	Class participation = 25% of grade Final exam = 25% of grade Other article assignments = 50% of grade
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**Grading Scale**

- 100 - 92: A
- 91 - 90: A-
- 89 - 88: B+
- 87 - 82: B
- 81 - 80: B-
- 79 - 78: C+
- 77 - 72: C
- 71 - 70: C-
- 69 - 68: D+
- 67 - 62: D
- 61 - 60: D-
- 59 and below: F

**Course Schedule:**

Class Date	Assignments	Class Discussion/Activities
Jan. 10, 2017	Review syllabus, text book, intros	What is journalism?
Jan. 17, 2017	First article discussion	Guest speaker TBD
Jan. 24, 2017	First article due	Guest speaker TBD

Jan. 31, 2017	Second article discussion	Guest speaker TBD
Feb. 7, 2017	Second article due	Guest speaker TBD
Feb. 14, 2017	Midterm discussion	Guest speaker TBD
Feb. 21, 2017	Midterm	Guest speaker TBD
SPRING BREAK	(Feb. 27 through March 3)	
March 7, 2017	Third article discussion	Guest speaker TBD
March 14, 2017	Third article due	Guest speaker TBD
March 21, 2017	Modern media discussion	Guest speaker TBD
March 28, 2017	Fourth article discussion	Guest speaker TBD
April 4, 2017	Fourth article due	Guest speaker TBD
April 11, 2017	Final article discussion	Maybe two guest speakers TBD
April 18, 2017	Review for Final Exam	Possible guest speaker TBD
April 25, 2017	FINAL EXAM	

I reserve the right to change this schedule if needed, based on unforeseen circumstances.

<b>Responsibilities</b>	
<b>Attending Class</b>	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.
<b>Turning In Your Work</b>	The media industry is based on constant deadlines, so part of you learning to be a journalist is by turning in assignments and articles when they're due ... hence, hitting your deadline.
<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes, but not while I or a guest speaker is talking.
<b>Participating in Class</b>	It's 25 percent of your grade. You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
<b>Doing Your Own Work</b>	Plagiarism is grounds for firing in the media industry, so it's totally unacceptable in this class. If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.

	<b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at:  <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a>  <b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78  <b>TV Channels:</b> 2, 5, 7, 9, 32</p>

## Emergency Procedures

### MEDICAL EMERGENCY

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

### FIRE

1. Pull alarm (located by EXIT doors).

2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

## **BUILDING EVACUATION**

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

## **IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:**

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

## **HAZARDOUS MATERIAL SPILL/RELEASE**

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

## **TORNADO**

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## **SHELTER IN PLACE**

1. Stay inside a building.
2. Seek inside shelter if outside.

3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## **BOMB THREATS**

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## **TERRORISM AND ACTIVE SHOOTER SITUATIONS**

### **EMERGENCY ACTION**

1. Call 911 and report intruder.

### **RUN, HIDE OR FIGHT TIPS:**

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.