

ADVANCED EDITING

Instructor: Nicole Neal **Email:** nicolepneal@gmail.com **Phone:** 561-827-9822

Wednesdays, 6:15 -7:05 p.m. on Thursdays in the conference room above the INC. (We will not have a seminar on March 3.) Editing Shifts are in the INC.

As student editors, you have awesome power over your peers. We will use our time together to harness that power so that readers ultimately benefit. We will also discuss professional behavior and workplace expectations.

You are required to keep a weekly diary, noting your struggles, successes, disgraces, etc. of the week. I would like to see examples of sections of stories you handled well and examples of text you may have inadvertently butchered. I want to hear about student writers you feel you helped, and areas where you let them and yourself down. We learn nothing by feigning perfection; this is an area for honesty. *I will use entries from these journals as starting points for class discussions.* If anything is not for class consumption, please make it clear in your entry. ***Each entry must be 1-2 double-spaced pages, using 12 point type.*** Typos, sloppy work, etc., will result in lowered grades.

We will discuss issues in class that may be sensitive. They may involve challenges with student writers. All issues discussed must remain within the protective circle of the seminar, and violating that trust will result in a far less rewarding experience. In addition, language and certain subjects may make you uncomfortable. Please keep in mind that this course is preparing you for the newsroom culture. While we should not go out of our way to shock one another, we also should not look for opportunities to be offended. This stifles honest dialogue.

Please keep emails to me short and concise, and use your full name. Please do not send me texts unless circumstances (you are meeting me at my workplace office and need to gain entry, for example) require it. Please do not text me about attendance issues or with questions.

My comfort zone is professional, not academic, so I will conduct this seminar as more manager/editor than instructor. This means that I expect professional behavior. My background is also heavy in features, so I will draw on that strength and experience in our class meeting.

This is a seminar, not a lecture. ***This means you will be graded heavily on participation.*** Quite simply, you must show up and be engaged. In the working world, reliability is a large part of success; therefore, in my class, you must be viewed as a reliable resource to make a good grade.

Course Intranet: Most details about how to function in the INC – from finding stories to writing headlines – are on the WUFT News intranet. (The username is newsroom and the password is newsroom.)

- In the discussion section of the Canvas site, please upload your weekly newsroom shift diary to the weekly assignments. *For your first post, please tell me something about yourself.* Make sure your writing catches my attention and showcases your own flair for the written word. Good editors are good writers.
- Grading will also take heavily into account feedback from Gary Green and Matt Sheehan in the INC. I will be in close contact with them to address any issues that may arise.

Textbooks / Resources Since I am filling in for Ron Rodgers, who is on sabbatical, I will ask that you use the tools and resources he requires. They are listed below:

- *When Words Collide: A Media Writer’s Guide to Grammar and Style* by Lauren Kessler & Duncan McDonald. You are required to bring it to your INC shift.
- AP Stylebook: You are required to bring it bring it to your INC shift. An online version is available at <http://www.apstylebook.com/> With this you can get email updates and quickly keyword search for answers.
- To remain consistent, the dictionary we will use in this class is the same as the AP Stylebook cites as the second reference to the stylebook: Webster’s New World College Dictionary, Fourth Edition. See AP’s Note on Dictionaries On Language, Writing, and Vocabulary Bookmark: OneLook Dictionary Search: <http://www.onelook.com/> o Dictionaries and Thesauri: <http://www.refseek.com/directory/dictionaries.html> o Synonym Finder: <http://www.visualthesaurus.com/> o Optional paid site: Visual Thesaurus: <http://www.visualthesaurus.com/> o Common Errors in English: <http://public.wsu.edu/%7Ebrians/errors/errors.html> • Subscribe: Word of the Day: <http://www.merriam-webster.co> **Grades** Shift Diary Assessments and Benchmark Assignments 60 percent

Instructor Assessment of Engagement in Seminar 20 percent News Directors’ Assessment of Overall Shift Performance 20 percent

Grading Scale

The minimum score to pass this course is a C, or 72.5. Scores are rounded to the nearest whole point: 89.4 rounds down to 89 (B+) while 89.5 rounds up to 90 (A-). More details on the university’s grading policy can be found in the undergraduate catalog online.

Attendance

Course requirements for class attendance, make-up exams, assignments and other work are consistent with UF policy. Because the INC is a working newsroom, attendance is mandatory. If you are going to miss an INC shift for any reason – illness, family

emergency, military obligation, etc. – you must find a classmate to work your shift for you. (The best plan is to trade shifts so you return the favor.)

All students in this course must list contact information in a database kept on the WUFT News intranet so that you can find people to work for you. If you cannot find a classmate to work for you – or if that classmate fails to show up on your behalf – you will lose a portion of your grade for that shift. You must inform Gary Green of any shift switches.

Lectures and materials in this class are the property of the University/faculty member. Lectures may not be taped without permission from the lecturer and may not be used for any commercial purpose. Students found in violation may be subject to discipline under the University's Student Conduct Code.

*The **University of Florida Honor Code** was voted on and passed by the Student Body in the Fall 1995 semester. The Honor Code reads as follows:**Preamble:** In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.*

***The Honor Code:** We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all*

<i>Percent</i>	<i>Percent</i>	<i>Percent</i>	<i>Percent</i>
	<i>B+ 89-87%</i>	<i>C+ 79-77%</i>	<i>D+ 69-67%</i>
<i>A 100-93%</i>	<i>B 86-83%</i>	<i>C 76-73%</i>	<i>D 66-63%</i>
<i>A- 93-90%</i>	<i>B- 82-80%</i>	<i>C- 72-70%</i>	<i>D- 62-60%</i>

work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." (In this course, everything you complete has an implied acceptance of the honor code.)

For more information about academic honesty, contact Student Judicial Affairs, P202 Peabody Hall, 392-1261.

Students requesting classroom accommodation must register with the Dean of Students Office. The Dean will provide documentation to the student who must provide documentation to the instructor when requesting accommodation.

About me: I've worked in several newsrooms, from very small to very large. I am currently the managing editor for The New York Times Editing Center, here in Gainesville. I spent 15 years at The Palm Beach Post, 13 of those years as features editor. I was a newsroom G.A., and then a religion writer in features, at what is now the Tampa Bay Times. I also covered cops and courts and then features at The Stuart News. Right out of college, I worked for ABC News in Atlanta, and the Douglas County Sentinel (20 miles and 200 years from downtown Atlanta). In college, I clerked at The Miami Herald, where I learned that I really liked those snarky and irreverent reporters. I have won several national writing awards. I studied literature at Sarah Lawrence College, and I'm currently working on my Masters in Communications from Purdue University.