

# J170, Wordsmithing

## Course Information

Spring 2017

1:15 – 2:30 p.m. Monday/Wednesday, Crestview 209

Professor: Ron Allman

Office: Crestview 117

Phone: 941-2381, [Email: rallman@ius.edu](mailto:rallman@ius.edu), [Facebook: www.facebook.com/rallman](https://www.facebook.com/rallman)

Office hours: Monday through Thursday noon – 12:45 p.m. and by appointment

[Website: www.ronallman.com](http://www.ronallman.com)

## Course Objectives

By the end of this course, you will be able to do the following:

- To apply principles of journalism style, grammar, spelling, punctuation and usage to all forms of journalistic writing
- To develop and enhance skills in copy editing, polishing and rewriting
- To build the ability to detect and edit stereotypes or discrimination by gender, race, age, disability or sexual orientation
- To develop skill at condensing and tightening sentences
- To meet deadlines

## Students with Special Needs

Students who have a disability that requires accommodations in the classroom should contact the Office of Disability Services by phone, 812-941-2243, or [email, mtspring@ius.edu](mailto:mtspring@ius.edu), early in the semester so that their learning needs may be appropriately met. The student will need to provide documentation of the disability and if further documentation is needed, recommendations can be provided from the Office of Disability Services. Additional information about the Office of Disability Services may be obtained at [this website: www.ius.edu/disability-services/](http://www.ius.edu/disability-services/).

## Required Texts

- ***Working with Words,*** by Brian S. Brooks, James L. Pinson and Jean Gaddy Wilson, eighth edition
- ***Associated Press Stylebook*** from the past three years – **Bring to class every day**

## Reading Assignments

All reading assignments will be read before class and you should be prepared to discuss the reading assignment in class.

## Attendance, Punctuality and Deadlines

*Class attendance is mandatory.* You should plan to attend all class sessions, to participate in class and to stay for the entire class period. Attendance will be taken. Being late twice will be considered an absence. A total of three absences will result in a grade of "F." Medical

appointments, job interviews and part-time or full-time jobs are not considered valid excuses for absence. All assignments are due at the beginning of class. Deadline extensions will only be given under special circumstances. Make up exams will not be given. Attendance is required on in-class work days.

## Class Interruptions (Smart Phones, Tablets, Laptops, Et Cetera)

Phones and other electronic devices will be turned off during the class time. Please inform those who might wish to contact you during class time that your devices will be turned off. Those creating these interruptions will be asked to leave the class and will be considered absent. Texting is considered a class interruption. You may use your smartphone during quizzes.

## Computer Rules

During class time, the computers will be used only for class work. Checking e-mail, Facebook, Twitter and YouTube is not acceptable and is a distraction to you and others. You will be asked to leave and will be considered absent. Computers will not be used during quizzes.

## Grading

The total number of points you accumulate out of a possible 1,200 points will determine your final grade.

The breakdown is as follows:

1. 6 Homework assignments (100 points each / 600 points total)
2. 6 Quizzes (100 points / 600 points total)

Points will be determined by the following:

A – 1,140-1,200	A- – 1,080-1,139	B+ – 1,044-1,079
B – 1,020-1,043	B- – 960-1,019	C+ – 912-959
C – 900-911	C- – 840-899	D+ – 804-839
D – 780-803	D- – 720-779	F – Less Than 719

There will be *no* extra credit opportunities.

## Class Schedule

### Jan. 9 Introduction

In Class - Discuss course content

For Next Class - Read Grammar Basics chapter

### Jan. 11 Grammar Basics

In Class - Discuss grammar basics

For Next Class - Read Phrases, Clauses and Sentences chapter

### Jan. 16 No Class

### Jan. 18 Phrases, Clauses and Sentences

In Class - Discuss phrases, clauses and sentences, Quiz 1  
Homework 1 due  
For Next Class - Read Subjects and Objects chapter

### Jan. 23 Subjects and Objects

In Class - Discuss subjects and objects  
For Next Class - Read Verbs chapter

### Jan. 25 Verbs

In Class - Discuss verbs, Quiz 2  
Homework 2 due  
For Next Class - Read Making the Parts Agree chapter

### Jan. 30 Making the Parts Agree

In Class - Discuss making the parts agree  
For Next Class - Read Modifiers and Connecting Words chapter

### Feb. 1 Modifiers and Connecting Words

In Class - Discuss modifiers and connecting words, Quiz 3  
Homework 3 due  
For Next Class - Read Getting Words in the Right Order chapter

### Feb. 6 Getting Words in the Right Order

In Class - Discuss sentence structures, attribution  
For Next Class - Read Usage: Finding the Right Word chapter

### Feb. 8 Usage: Finding the Right Word

In Class - Discuss word choice, Quiz 4  
Homework 4 due  
For Next Class - Read Punctuation chapter

### Feb. 13 Punctuation

In Class - Discuss punctuation  
For Next Class - Read Spelling Relief chapter

### Feb. 15 Spelling Relief

In Class - Discuss spelling, Quiz 5  
Homework 5 due  
For Next Class - Writing as a Journalist chapter

### Feb. 20 Writing as a Journalist

In Class - Discuss journalism style  
For Next Class - Read Conciseness chapter

## Feb. 22 Conciseness

In Class - Discuss how to write concise sentences and stories, Quiz 6  
Homework 6 due  
For Next Class - Read Sexism, Racism and Other “isms” chapter

## Feb. 27 Sexism, Racism and Other “isms”

In Class - Discuss detecting and editing stereotypes or discrimination

## Diversity Statement

Diversity is the valuing and respecting of difference, including socio-economic status, race, religion, gender, gender identity, sexual orientation, disability, veteran status, cultural and international origin, and other groups traditionally underrepresented at the university and in society. We grow and evolve as a university through seeing equality and representation as a goal and human right for everybody. IU Southeast is committed to recruiting students from diverse populations and to making the climate and curriculum welcoming and equitable. Students will leave the university with a raised level of awareness of the history of equality and difference and attain international awareness, so that their understanding of academic disciplines, society, and the workplace will be enhanced, and they will be receptive to and promote valuing and respecting difference in their lives and in the workplace.

## Policy for Religious Observances

Indiana University respects the right of all students to observe their religious holidays. Accordingly, instructors will make reasonable accommodation, upon request, for such observances. As a student, it is your responsibility to request accommodations by the end of the second week of the semester using the Request for Religious Accommodations Form, which you can download [at http://www.ius.edu/diversity/files/religious-observances-request-for-accommodation.pdf](http://www.ius.edu/diversity/files/religious-observances-request-for-accommodation.pdf). More information on the religious observances policy is available [at http://www.ius.edu/diversity/resources/religious-observances.php](http://www.ius.edu/diversity/resources/religious-observances.php).

## Student Code of Conduct

- [website: https://www.ius.edu/dean-of-students/code-of-conduct/index.php](https://www.ius.edu/dean-of-students/code-of-conduct/index.php)

## Disability Services

- [website: https://www.ius.edu/disability-services/index.php](https://www.ius.edu/disability-services/index.php)

## Weather Delay

- [website: https://www.ius.edu/about-southeast/emergency-preparedness/weather-policy.php](https://www.ius.edu/about-southeast/emergency-preparedness/weather-policy.php)