Office of the Registrar
FORM 49 REV. 9/11

PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

DEPARTMENT Communication EFFECTIVE SESSION Fall 2013

INSTRUCTIONS: Please check the items below which describe the purpose of this request.

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PROPOSED: EXISTING:

<table>
<thead>
<tr>
<th>Subject Abbreviation</th>
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<tbody>
<tr>
<td>Course Number</td>
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</tr>
<tr>
<td>Long Title Specialized Reporting</td>
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<tr>
<td>Short Title Specialized Rptg</td>
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</table>

Abbreviated title will be entered by the Office of the Registrar if omitted. (50 CHARACTERS ONLY)

TERMS OFFERED:

Check All That Apply:

- Fall
- Spring
- Summer

CAMPUS(ES) INVOLVED:

- Calumet
- Cont Ed
- FL Wayne
- N. Central
- Tech Statewide
- Indianapolis
- W. Lafayette

CREDIT TYPE:

1. Fixed Credit: Cr. Hrs.  
2. Variable Credit Range:  
   Minimum Cr. Hrs.  
   (Check One):  
   Maximum Cr. Hrs.  
3. Equivalent Credit: Yes  
   No

COURSE ATTRIBUTES: Check All That Apply:

- Pass/Not Pass Only  
- Satisfactory/Unsatisfactory Only  
- Repeatable  
- Maximum Repeatable Credit:  
- Credit by Examination  
- Variable Title  
- Honors  
- Full Time Privilege  
- Off Campus Experience

Schedule Type

- Lecture
- Recitation
- Presentation
- Laboratory
- Lab Prep
- Studio
- Distance
- Clinic
- Experiential
- Research
- Ind. Study
- Pract/Observ

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Minutes Per Mgr</th>
<th>Meetings Per Week</th>
<th>Weeks Offered</th>
<th>% of Credit Allocated</th>
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<tbody>
<tr>
<td>Lecture</td>
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<td>Recitation</td>
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<td>Presentation</td>
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<td>Laboratory</td>
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<td>Pract/Observ</td>
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COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

*COURSE LEARNING OUTCOMES:

Cross-Listed Courses

-
-
-
-
-
Welcome! I look forward to working with you as we explore the exciting field of specialized reporting, which includes beat reporting, in-depth reporting and investigative reporting.

Please review the syllabus carefully, print off a copy to keep with you, and refer to the syllabus weekly throughout the semester. The syllabus includes information on course objectives, requirements and grading, as well as campus services. The syllabus and additional information will be posted on Blackboard.

COURSE DESCRIPTION

Study of, and practice in, methods of journalistic research and presentation; preparation of in-depth newspaper stories based on student research. Course prerequisite: JOUR J200.

INSTRUCTOR INFORMATION:

Professor: Barbara Smith, Ph.D.
Email: smithbh@ipfw.edu
Office phone: 260-481-6548 (ext. 16548 from on campus)
Office: Neff 230F
Office hours: Monday & Wednesday 11-11:50 a.m. & Friday 12-1 p.m. & by appointment!
Best way to contact me: Through IPFW email (and by phone or in person during office hours!). When sending an email, always include a **signature line** with your name, major, email address, and phone number and send messages from your IPFW email account. Here is an example of a sig line:

Barbara Smith
Assistant Professor, Dept. of Communication
Indiana University-Purdue University Fort Wayne
2101 E. Coliseum Blvd./Neff 230
Fort Wayne, IN 46805
Phone: 260.481.6548
Email: smithbh@ipfw.edu
PURPOSE AND APPROACH OF COURSE

This course will help you to further develop oral and written communication skills, interviewing techniques and research skills necessary to succeed in the twenty-first century. You will have the opportunity to: Learn more about specialized reporting, including the beat system of reporting; research your topic; conduct interviews with sources; and write compelling stories and produce content for different media platforms. The course will include readings, short lectures, discussions, lab assignments, quizzes and written stories, including a final project and class presentation.

LEARNING OBJECTIVES

At the end of this course you will be able to:

- Understand the purpose of specialized reporting.
- Conduct research and gather information responsibly.
- Edit and evaluate story content carefully.
- Enhance your research, writing and production skills through writing and producing specialized stories for multiple platforms.

Required Texts & Readings


 Highly Recommended Text


Required Equipment

Broadcast quality digital audio recorder; still camera; video camera; 2-terabyte portable hard drive. *Note: You can check out audio recorders and still and video cameras at IPFW, but you will need to plan ahead to meet deadlines. When possible, I recommend buying and using your own equipment. You will need to buy a 2-terabyte hard drive to store your work.*

ASSIGNMENTS AND GRADING

- Exams (3 @ 50 points) 150 points 15%
- Labs, quizzes and other assignments (200 points total) 200 points 20%
- Specialized stories (4 @ 100 points) 400 points 40%
- Final multimedia project (1 @ 200 points) 200 points 20%
- Final project presentation (1 @ 50 points) 50 points 5%
Note: The failure to complete all outside stories and the final multimedia project in their entirety will result in your earning an F in the class, regardless of your point total.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A+</td>
<td>970-1000</td>
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<tr>
<td>A</td>
<td>930-969</td>
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<tr>
<td>A-</td>
<td>900-929</td>
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<tr>
<td>B+</td>
<td>870-899</td>
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<td>B</td>
<td>830-869</td>
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<td>B-</td>
<td>800-829</td>
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<td>C+</td>
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<td>C</td>
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<td>D+</td>
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<td>D</td>
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<td>D-</td>
<td>600-629</td>
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<tr>
<td>F</td>
<td>0-599</td>
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Grading Standards

A+ to A-: Excellent/outstanding work that exceeds course/assignment requirements.
B+ to B-: Good work that goes beyond the required level for the course/assignment.
C+ to C-: Satisfactory work that meets the course/assignment requirements.
D+ to D-: Work that deserves credit, but does not meet the course/assignment requirements.
F: Un satisfactory work that fails to meet course/assignment requirements.

STORIES: Stories will range from 550 to 2,500 words. The final project will be longer and more in depth form of specialized reporting with two multimedia components, such as still photos, video and audio. Be sure to do a “word count” on your stories. Your stories and your final project can be included in your career portfolio. You will be presenting your final project during the final exam period.

QUIZZES AND EXAMS: Quizzes and exams will be multiple choice, fill-in and short answer.

LABS: Labs will be short assignments done during class and outside of class. In-class labs cannot be made up. The in-class and out-of-class assignments will help you to develop stronger reading, interviewing, researching and writing skills, as well as working in a timed setting under deadline pressure.

RETURN OF WORK: Stories, exams, labs and quizzes will be graded and returned within two weeks.

GRADING NOTES:

- Each student starts with zero points and has the opportunity to earn points for each assignment, up to a maximum of 1,000 points for the semester.
- Plagiarized work earns a zero on the work and university disciplinary action.
- It is your responsibility to keep all graded work until final grades are posted. Copies of your graded work will be necessary to resolve any grade dispute (i.e., a recording error).

GRADE REVIEWS—the 24/7 rule

I will not discuss an assignment grade until at least 24 hours after it is returned to you. This practice serves the primary function of allowing you time to review your work and prepare a grade review request. Requests for a review of any assignment grade must be made within one week (7 days) of the return of
the assignment. If an assignment is returned before a break, the seven-day period does not include the break days. You are responsible for the timely checking of assignments returned electronically.

To request a grade review:

1. Review and analyze the returned work in terms of your readings, assignment requirements, etc.
2. Submit a one-half to one page, typed, single-spaced request for a grade review.
   a. In your request, clearly explain why you feel you deserve a higher grade by providing a rationale.
   b. In writing your rationale, cite your text (page number), slides (topic and slide number), class notes (date), research materials, notes and other required materials that you used to complete the assignment and that support your case.
3. The instructor will carefully review your request and has the right to raise, lower or keep the grade the same, depending on the outcome of the review.

DEADLINES, LATE WORK AND ATTENDANCE

Deadlines: Just as an editor or news director would expect you to turn in your assignments on time, I expect the same. It is my policy not to accept late work, as it is not fair to other students or to future employers. I reserve the right to refuse late work or to take 10 percent off the grade after the time the assignment is due and 10 percent each day after the due date. The late work policy is not a penalty, but rather is designed to help you succeed by ensuring that you are keeping up to date and moving forward with the rest of the class and by allowing me to return work to students in a timely manner. However, you will have the opportunity to submit ONE of your stories up to seven days past deadline, similar to taking sick leave in a newsroom (Note: You cannot request an extension on the final project, so please plan ahead).

Attendance: Class attendance is required, just as it would be in a newsroom, ad agency, public relations firm, or other place of business. Students who attend class typically earn higher grades and become more proficient in the work, which also can give them an edge in finding a job and being promoted. While I will not be taking attendance, in-class labs, assignments and quizzes cannot be made up and do count toward your final grade, as noted on the syllabus.

Special Circumstances: Exceptions may be made in dire circumstances, such as devastating floods, tornados, earthquakes, tsunamis, calamitous illness, organ transplants, death and similar events beyond one’s control. Employment hours and assignments for other classes are not considered “special circumstances.”

COURSE POLICIES

General

- Class attendance and participation help ensure success.
- Bring your text and AP Stylebook to each class.
- Stories must be typed, double-spaced, and submitted electronically on Blackboard, using the format discussed in class. Because of potential problems with Blackboard, also submit your stories as attachments to an email and send to smithbh@ipfw.edu by the deadline.
• Written work must adhere to current AP (Associated Press) style.
• Written work will be evaluated for research, organization, writing, spelling, grammar, punctuation, journalistic style and AP style, as well as for content and assignment parameters.
• For help with Blackboard, see Information Technology Services Help Desk in KT 206, phone 260-481-6030, and website http://new.ipfw.edu/its/
• RUDENess ALERT: Respect your professor and colleagues. Avoid online surfing, texting, studying for other classes, and engaging in private conversations during class. Turn cell phones to "off" mode (or to "vibrate" mode if you are on call to donate or receive an organ, such as a kidney), unless we are using phones for class purposes.

Academic Honesty

• Plagiarism is the use of another person’s words or ideas, including the use of both direct quotes and paraphrasing, without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment and/or in the class, and dismissal from the University.
• You are responsible for being attentive to or observant of campus policies about academic honesty as stated in the University’s Student Conduct Code:
  http://bulletin.ipfw.edu/content.php?catoid=19&navoid=487#Academic_Honesty

Civility and Ground Rules for Discussion

• Remember to turn off cell phones and other portable electronic devices during class unless we are using them in class.
• Adherence to the Student Conduct Code is expected.
• Learning is most productive in a safe, comfortable environment. I am committed to creating a climate for learning characterized by respect for one another and the contributions each person makes to class. I ask that you make a similar commitment. Disagreement and debate is a norm in college classrooms, but civility is necessary. Each person in this course has unique prior experiences and a unique viewpoint to share. This offers a great opportunity for us to learn from each other. Though disagreement and even conflict may occur, I expect your cooperation in maintaining an atmosphere of mutual respect.

Tips for success

• Doing the reading assigned for each class before coming to class is necessary to complete labs and other in-class assignments. The Course Schedule indicates the dates by which reading assignments are to be completed before class.
• Begin working on stories at least two weeks in advance of due date, depending on your other responsibilities. “Back time” your stories.
• Write, revise, edit, proof, rewrite, re-revise, re-edit, and re-proof each story before turning it in. Turning in a “first draft” or a hurriedly written, last minute story is not professional and will result in your earning a poor grade.
COURSE COMMUNICATION

In addition to announcements made in class and handouts posted on Blackboard, I may need to contact you between classes, which I’ll do through individual and group email messages. One of the requirements for this course is that you maintain an active IPFW email address and check that email account and Blackboard regularly for messages. You are responsible for any messages, including assignments and schedule changes, I send you via email and on Blackboard.

The best method to contact me is through IPFW email. I also encourage you to call or visit me during office hours so that we can work one-on-one as needed.

A Note About Email Correspondence

Email is a form of professional and formal communication, unlike texting, and it is my preferred method of communication with students. I expect students to check IPFW email accounts daily. During the workweek, I check email twice per day and generally respond within 24 hours (usually in the late morning and late afternoon). If 48 hours pass without a response from me, please assume I did not receive your email and resend it. I do not typically check email during the weekend or on school breaks. Thus, emailing me the hour before an assignment is due will most likely result in your not receiving a response, while simultaneously damaging your credibility (i.e., you do not appear to be a responsible student with proper planning/study skills). Remember: Email is not a form of real-time communication.

DIVERSITY AND NONDISCRIMINATION

“IPFW is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.” (Statement from the IPFW Student Handbook).

DISABILITIES STATEMENT

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walt Union, Room 113, telephone number 481-6658) as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the website for SSD at [http://www.ipfw.edu/ssd/](http://www.ipfw.edu/ssd/)
OTHER SERVICES FOR STUDENTS

- **Center for Academic Support & Advancement (CASA)** KT G23 260-481-6817  
  www.ipfw.edu/casa  -- Study skills development, tutoring, STEPS short courses, supplemental instruction, ESL.

- **The Writing Center** Helmke Library/2nd floor 260-481-5740  
  http://www.ipfw.edu/casa/writing/  -- Peer tutors who can help with all phases of the writing process.

- **Career Services** KT 109 260-481-0689  
  http://www.ipfw.edu/career/  -- Assistance with on- and off-campus job placement and internships.

- **Information Technology Services Help Desk** KT 206 260-481-6030  
  http://new.ipfw.edu/its/  -- Information on all aspects of computing at IPFW; hardware and software support (including Blackboard); student email accounts.

- **Personal Counseling Service/Student Assistance Program** Walb 113 260-373-8060  
  http://www.ipfw.edu/counseling/  -- Many students feel anxious, depressed, confused or overwhelmed at times. You can get help in dealing with feelings and problems that seem out of control.

- **Studio M** Walb 220 260-481-0114  
  http://www.ipfw.edu/studiom/  -- Curriculum-based multimedia lab for students that offers assistance customized to student needs and course requirements.

- **Center for Women and Returning Adults** Walb 120 260-481-6029  
  www.ipfw.edu/cwra/  -- Workshops, support groups, counseling, and other programs.

- **Diversity & Multicultural Affairs** Walb 118 260-481-6608  
  http://www.ipfw.edu/odma/  -- Skills workshops, support groups, diversity training, counseling, mentoring, cultural heritage programs; ASAP program.

- **International Student Services** Walb 145 260-481-6034  
  http://www.ipfw.edu/iss/  -- Visa and INS issues; help with housing, counseling.

- **Mastodon Advising Center (MAC)** KT 110 260-481-6595  
  http://www.ipfw.edu/mac/  -- Appointments with professional academic advisors; help with guiding students in deciding on their major and ultimately their career; help for exploring students, deciding students, and readmitted students; and various student resources.

- **Helmke Library Service Desk** 260-481-6505  
  http://library.ipfw.edu/  -- Reference librarian help, books, journals, reference; interlibrary loan reserve readings for courses. Interlibrary loan available through REX (ReservesEXpress):  
  http://library.ipfw.edu/find/reservesexpress/
**STUDENTS CALLED FOR MILITARY DUTY**

If you are a student in the military with the potential of being called to military service and/or training during the course of the semester, you are encouraged to contact your advisor immediately. Please let me know as well. *Thank you for your service to our country!*  

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**IMPORTANT ACADEMIC CALENDAR DATES—Fall 2013**

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<tr>
<th>Date(s)</th>
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<tr>
<td>Aug. 19-22</td>
<td>Final Registration and Advising</td>
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<td>Aug. 23</td>
<td>Final Fall Payment Deadline</td>
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<td>Aug. 26</td>
<td>Classes Begin</td>
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<td>Aug. 26-30</td>
<td>Late Registration and Drop/Add</td>
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<td>Aug. 30</td>
<td>Audit to Credit and Credit to Audit Deadline</td>
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<td>Sept. 1</td>
<td>Last Day for Full Refund</td>
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<td>Sept. 2</td>
<td>Labor Day Holiday</td>
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<td>Sept. 3</td>
<td>Classes Resume</td>
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<td>Sept. 23</td>
<td>Pass/Not Pass Deadline</td>
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<tr>
<td>Oct. 14-15</td>
<td>Classes Suspended for Fall Break</td>
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<td>Oct. 16</td>
<td>Classes Resume</td>
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<td>Nov. 1</td>
<td>Last Day to Withdraw</td>
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<td>Nov. 27-Dec.1</td>
<td>Thanksgiving Break</td>
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<td>Dec. 2</td>
<td>Classes Resume</td>
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<tr>
<td>Dec. 16-22</td>
<td>Last Week of Classes and Final Exams</td>
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<td>Dec. 22</td>
<td>Classes and Exams End</td>
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## COURSE SCHEDULE

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<th>Week/Date</th>
<th>Topic</th>
<th>Required Reading</th>
<th>Important Dates</th>
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| **1** Aug. 26-30 | **INTRODUCTION**  
- Course intro  
- Review: The nature of news  
- Current AP style | For Mon: Syllabus  
For Wed: Ch. 1  
For Fri: AP—Skim A-D | Monday: Labor Day holiday. No classes! |
| 2 Sept. 2-6  
No classes Monday—Labor Day! | - Convergence, citizen journalism & emerging media  
- Intro to beat reporting  
- Current AP style | For Wed: Ch. 2  
For Fri: Ch. 11  
For Fri: AP—Skim E-I | |
| **3** Sept. 9-13 | **REPORTING TOOLS, TECHNOLOGY, LAW & ETHICS**  
- Interview prep and approaches  
- Newsgathering and reporting ethics  
- Current AP style | For Mon: Ch. 3  
For Wed: Ch. 15  
For Fri: AP—Skim J-N | Friday: Exam #1 |
| 4 Sept. 16-20 | - Gathering & Verifying Information  
- Current AP style: News Values/Principles  
- Media Law | For Mon: Ch. 4  
For Wed: AP News Values section  
For Fri: Ch. 14 | Due Friday: Story #1 |
| 5 Sept. 23-27 | - Reporting with numbers  
- Current AP style | For Mon: Ch. 5  
For Wed: AP—Skim O-S | |

Course schedule continues on next page →
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<th>Week/Date</th>
<th>Topic</th>
<th>Required Reading</th>
<th>Important Dates</th>
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<tbody>
<tr>
<td>6 Sept. 30-</td>
<td><strong>GENERAL STORYTELLING</strong></td>
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| Oct. 4       | -Review of the inverted pyramid  
- Beyond the inverted pyramid  
- Current AP style                                                                                                                                  | For Mon: Ch. 6  
For Wed: Ch. 7  
For Fri: AP—Skim T-Z                                                           |                                   |
| 7 Oct. 7-11  | -Writing for the Web  
- Audio stories  
- Covering a Beat                                                                                                                                      | For Mon: Ch. 8  
For Wed: BB post  
For Fri: Review Ch. 11 on beats before submitting story. | Due Friday: Story #2                                   |
| M & T: Fall  | **Begin Story 3**                                                                                                                                                                                      |                                                                                  |                                  |
| Break        |                                                                                                                                                                                                      |                                                                                  |                                  |
| 8 Oct. 14-18 | -Writing common beat stories                                                                                                                                                                            | For Wed: Ch. 13  
Monday & Tuesday: Midterm break! Hooray!!                                 |                                  |
| M & T: Fall  |                                                                                                                                                                                                      |                                                                                  |                                  |
| Break        | **Begin Story 4**                                                                                                                                                                                      |                                                                                  |                                  |
| 9 Oct. 21-25 | -Speeches, News Conferences and Meetings                                                                                                                                                               | For Mon: Ch. 12  
Friday: Exam #2                                                                 |                                  |
| 10 Oct. 28-  | -Writing for radio and TV                                                                                                                                                                               | For Mon: Ch. 9  
Due Friday: Story #4                                                                 |                                  |
| Nov. 1       |                                                                                                                                                                                                      |                                                                                  |                                  |
|              | **VISUAL, AUDIO & VIDEO STORYTELLING**                                                                                                                                                               |                                                                                  |                                  |
| 11 Nov. 4-8  | Infographics: Charts, maps and tables  
Photography in stories                                                                                                                                | For Mon: BB post.  
For Fri: BB post.                                                             |                                  |
| 12 Nov. 11-15| Telling stories through audio                                                                                                                                                                           | For Mon: BB post.                                                             | Due Friday: Story #5                                   |
| 13 Nov. 18-22| Telling stories through video                                                                                                                                                                          | For Mon: BB post.                                                             | Due Friday: Story #5                                   |
| 14 Nov. 25-29| **Final project: Get instructor approval and begin project.**                                                                                                                                            | For Mon: Project pitch.  
Due Monday: Project pitch.  
Wednesday through Sunday: Thanksgiving Break.                |                                  |
|              |                                                                                                                                                                                                      | See professor in one-on-one meetings this week.                               | Wednesday: Exam #3                                   |
| 15 Dec. 2-6  | **Final project work.**                                                                                                                                                                                |                                                                                  |                                  |
|              | Final research, interviews, writing and production for final project and portfolio.                                                                                                                                     | See professor in one-on-one meetings this week.                               |                                  |
| 16 Dec. 9-13 |                                                                                                                                                                                                      |                                                                                  |                                  |
| 17 Dec. 16-20| **FINAL EXAM WEEK**  
Happy Holidays!                                                                                                                                                                     | Final project and presentation due.  
Friday from 1-3 p.m. in our regular classroom. |                                  |