Welcome!
Welcome (or welcome back!) to working for The Whitworthian.

You will play a vitally important role this semester in perpetuating a tradition of providing news to the Whitworth community – a legacy that goes back more than a century. The Whitworthian not only helps students and the rest of the Whitworth community stay informed about events and issues on campus, it also serves as the students’ voice and sounding board. More personally, the opportunity of writing on campus events or opinion pieces will give you excellent experience in writing for a readership, a skill that will serve you throughout your life. Moreover, you will be able to build a collection of clips, a portfolio or simply a record of good work, all of which will help you in applying for jobs after graduation.

This syllabus is for those of you earning your 1 credit in this course for writing. (A separate syllabus exists for photographers). This class may be repeated for credit. We will meet every Monday in the HUB. You will work with an editor to develop story ideas, report, write and review your work. Your editor also will help determine your grade. Some stories will appear in the online version of The Whitworthian and others in the print version.

Given the range of duties Whitworthian staffers have, we have not spelled those out here; you will work with your section editor or supervisor on exactly what your duties are.

Grading
Real journalists or other employees on real publications don’t get graded: they either get to keep their jobs for doing consistently reliable, good quality work, or eventually get fired. Whether you realize it or not, you too are working on a real newspaper. And we’ll be evaluating you in at least a similar way. You’ll finish this semester with an:

- A … because you did consistently reliable work (by “reliable,” we mean that if you were working in a paid, professional setting, your boss would want to be sure to keep you at the organization);

- S … because like a newer hire who is on probation, you’ve done solid work and show considerable promise; your work isn’t always at the “A” level, but you’re certainly someone worth keeping on staff and worth investing in; or
• NS … because if this were an actual newspaper, your boss would either want you to leave because of repeated weaknesses in your work that you don’t seem to be addressing, or perhaps because of something so unprofessional (like plagiarism), that it would be a “fire-able” offense.

How will these grades be calculated?

Each week your section editor or supervisor will evaluate your week’s contribution and assign a grade of either “A,” “S” or “NS.” This grade will be based on the quality of the week's work.

For writers, your editor will take into account the following factors:

• The point of story is clearly stated in the lead or nut graph.
• Research and factual information answers relevant questions.
• Facts and information are accurate, and accuracy check is completed.
• Story is organized in a clear, logical way.
• Lead is compelling and appropriate.
• The reader is drawn into the story through good use of language.
• Transitions between ideas are smooth.
• Quotes show the reality of the story and are well-placed.
• Virtually no errors in grammar, spelling or style.

Note that many of those factors can be addressed by a simple second (or, better third and fourth) reading of the article. In other areas, the grade will be assigned on the basis of what you can reasonably be expected to do given your responsibility. Your section editor or supervisor may also take into account your general reliance and workability each week. As this is training for a potential job, employers will be looking for a reliable employee who is willing to put in the required time for each assignment and can meet deadlines.

We have monthly printed newspapers as well as weekly online content to produce this semester. You will earn a mix of A's, S's and (we hope not) perhaps some NS's for each story you write. Especially because this form of writing is new to some of you, and because all of us make mistakes or have a bad hair day, we'll drop your two lowest grades.

In addition, you are expected to attend every meeting. If you will be absent for any reason, contact your editor in advance and discuss your assignment. You may miss one class meeting without explanation (think of it as a personal day or a vacation day). But just as you’d not annoy your boss on a newspaper by simply skipping work without a compellingly good reason, so too you will put your grade in jeopardy if you have unexcused absences.

Production Schedule
The production schedule tells you which weeks The Whitworthian will produce either a print or an online version this semester. Please pay careful attention to the dates, and plan
any trips home only after ensuring there are no conflicts with your Whitworthian responsibilities.

If any university-sanctioned events (such as athletic participation or choir trips) will conflict with the paper's schedule, please work with your editor in advance. As in other courses, nobody will be disadvantaged by participating in these university-sanctioned activities.

**Honesty policy**
Please note that we take extremely seriously the university's policy on the need for academic honesty in all your work. I refer you to the Whitworth Catalog, and the current Student Handbook, where guidelines on plagiarism and other forms of academic dishonesty are spelled out. Any form of dishonesty in an assignment will lead to a zero on the assignment, and I reserve the right to give a grade of F for the course as well. Instances of plagiarism are reported to the associate provost of instruction.

Plagiarism is defined by *Webster's New Collegiate Dictionary* as to steal or pass off the ideas or words of another as one's own, or to use a created production without crediting the source. If you're not sure if something is academically dishonest, it probably is.

The Whitworthian strictly follows the standard National Press Photographers Association's Code of Ethics when it comes to the taking and publication of its photography. These expectations will be covered by the photo editors during the weekly meetings or individually if necessary. As a yearbook, The Natsihi may not necessarily be required to follow the same ethical standards as The Whitworthian. However, generally speaking, it would be a good idea to abide by the same standards when shooting for either publication. Again, the photo editors will address these standards and discuss their differences during the weekly meetings.

**Accommodations (ADA/504):**
Whitworth University is committed to providing its students access to education. If you have a documented physical or mental/psychological impairment that impacts your ability to learn and perform to your potential in the classroom, contact the Office of Educational Support Services (ESS) in Student Life to identify accommodations that can help mitigate barriers to your success. Students must contact ESS each term in order for faculty/staff to be notified of your accommodations. Services are not retroactive.

**Contact Information**
Katie McCray, Coordinator for Educational Support Services
Phone: 509.777.3380
Email: kmccray@whitworth.edu

**Title IX:**
Whitworth University faculty members are committed to the well-being of each student. It is common for students to discuss non-course related issues with faculty and, when possible, faculty will keep such conversations strictly confidential. However, because
federal law views faculty members as mandated reporters of any incidents of sexual misconduct, if a student informs a faculty member of an issue of sexual harassment, sexual assault, or discrimination, the faculty member is required by federal law to bring it to the attention of the Title IX Coordinator, Rhosetta Rhodes. The Title IX Coordinator will make the student aware of all options and resources available to them under Whitworth University policies and under the law.

There are Whitworth University employees whom federal law does not view as mandatory reporters, to whom a student could speak without the conversation being reported to the Title IX Coordinator. These include counselors in Counseling Services, health center staff, and any of the university chaplains on the staff of Campus Ministries.

Contact Information
Rhosetta Rhodes, Title IX Coordinator, Vice President for Student Life and Dean of Students
Phone: 509.777.4536
Email: titleixcoordinator@whitworth.edu
Counseling Center: 509-777-3259; Schumacher Hall
Campus Ministries: 509-777-4345; Seeley G. Mudd Chapel

Non-discrimination:
Whitworth University is committed to delivering a mission-driven educational program that cultivates in students the capacity to engage effectively across myriad dimensions of diversity. Whitworth University is committed to the fair and equal treatment of all students in its educational programs and activities. The University does not discriminate against students based on race, color, national origin, sex, gender identity, sexual orientation, religion, age, or disability and complies with all applicable federal or state non-discrimination laws in its instructional programs.

Fair and equal treatment:
Whitworth University professors strive to treat all students fairly and equally, applying the same rigorous standards and expectations to each of our students and working to invite students from all backgrounds into the challenges and rewards of our academic disciplines. Students who have concerns about classroom fairness should contact Associate Provost Brooke Kiener, McEachran Hall 220, 509.777.4657, bkiener@whitworth.edu.